

**BREWSTER**

**USD 314**

**Student  
Handbook**

## **WELCOME TO BREWSTER SCHOOLS**

Dear Parents and Students:

On behalf of the Board, Staff and Administration, I want to welcome you to a new school year! I expect each student and family will have a successful and enjoyable experience while attending Brewster Schools. Each year we provide you with school information that we feel is valuable and helpful in order to make the school year progress as smoothly as possible. This handbook contains certain information that is asked about most often. There are many more written rules, regulations, laws and school policies that are available for you to review should you choose to do so. Please do not hesitate to contact me if you have any questions or are uncertain about situations that occur throughout the year. We are here to ensure each of you the best quality education possible. The bar has been raised at Brewster and together we will strive to always *Take the High Road!*

Shelly P. Angelos, Pre-K-12 Principal/Superintendent

### **BREWSTER SCHOOL MISSION STATEMENT**

*Working together.*

*We will establish within a safe and caring environment,*

*a place where students gain knowledge,*

*grow in wisdom and develop confidence*

*while building a strong foundation for lifelong learning*

*and civic responsibility*

### **GUIDELINES & EXPECTATIONS - RIGHTS AND RESPONSIBILITIES**

As students of the Brewster School, you can expect to be provided with the opportunity for a high quality education. This is your right. To preserve that right for your fellow students, you have the responsibility to conduct yourself in a manner that is conducive to maintaining a safe and quality learning environment. In school, as in society, personal success is a direct reflection of how well one recognizes their own and other's rights, accepts responsibility...and makes good choices.

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## **BOARD OF EDUCATION**

Robert Lehman  
Heather McDonald  
Mike Palmer  
Shalah Rall  
Nicolas Schroeder  
Kassie Selby  
Sarah Starns

Board Member  
Board Member  
Board Member  
Board President  
Board Member  
Board Member  
Board Vice President

## **ADMINISTRATION**

Shelly P. Angelos  
Michael Pettibone  
Jessica McCoy

Superintendent/Principal  
Activity/Athletic Director  
Administrative Intern

## **BOARD OFFICIALS**

Tarra Baumfalk  
Sandi Bear  
Michael Pettibone  
Jeanie Johnson

Clerk of the Board  
Treasurer  
Office Manager  
Deputy Clerk

## **INSTRUCTIONAL STAFF**

Kelly Schroeder  
Susan Schmidt  
Starla Miller  
Amber Nix  
Zita Mead  
Mary Schmidt  
Greg Craig  
Christ Hoyt  
Tammy Higerd  
Kathy Baird  
Christine Jumper  
Sherrie Eicher  
Mary Ann Bess  
Nancy Rundel  
Jessica McCoy  
Lynda McKee  
Tom Rundel  
Michele Werth

Pre-School, At Risk  
Kindergarten  
First  
Second  
Third  
Fourth  
Fifth, 5-7 English  
Sixth, Library, 5-8 Math  
6-12 Social Studies  
Title I, FACS  
6-12 Science  
Interrelated (Special Education)  
K-12 Physical Education, Health  
8-12 Language Arts, Speech, Yearbook  
9-12 Mathematics  
Computers, Personal Finance  
Vocational Agriculture  
K-12 Art

## SUPPORT STAFF

Jeanie Johnson	School Advisor/Test Coordinator/Substitute
Laura Bosserman	Special Education Mentor
Rhett Hickert	Technology Coordinator
Colton Rundel	Maintenance Director/Transportation Supervisor
Collette Carpenter	Custodian
Jacob Peptis	Custodian
Rosa Garcia	Custodian
Nancy Mills	Head Cook
Dawn Urgo	Assistant Cook
Lana Felzien	Paraprofessional
Jennifer Jorgensen	Paraprofessional
Kirsten Goodman	Paraprofessional
Heidi Cox	Paraprofessional
Larry Jumper	Paraprofessional/At Risk Aide
Susan Gilley	Regular Route Bus Driver
Mary Schmidt	Regular Route Bus Driver
Brittany DeKoch	Regular Route Bus Driver
Rhett Hickert	Regular Route Bus Driver
Don Allen	Activity Bus Driver
Jessica McCoy	Bus Driver
Larry Jumper	Bus Driver
Colleen Rall	Bus Driver
Shelly Woolf	School Nurse

## **TEXTBOOK RENTAL FEES**

Brewster USD 314 offers textbook rental to all students at the following rates per year:

Kindergarten	\$10.00
Grades 1 - 12	\$15.00
Yearbook	\$30.00
Art	\$12.50 per semester
Technology rental JH	\$10.00
Technology rental HS	\$25.00

## **SCHOOL LUNCH PROGRAM**

The district will provide each student with the opportunity to participate in the school breakfast and lunch programs. Parents are requested to submit the Free/Reduced Lunch Application. Breakfast prices are: \$.30 for reduced, \$1.65 for PK-5, \$1.90 for 6-12, and \$2.15 for adults. Lunch prices are: \$.40 for reduced, \$2.75 for P-K5, \$3.00 for 6-12, and \$4.35 for adults. Forty-five cents will be charged for each extra carton of milk the student gets beyond the one (1) carton that is served with his/her meal. Extra juice is thirty-five cents. Kindergarten milk charge is \$50.00 per year. Those bringing sack lunches from home may purchase milk. School lunches should be paid at the first of each month. Please make checks payable to USD 314 and submit payment to the Treasurer, Sandi Bear, in the Principal's office. If a student has a special dietary need, the parent/guardian should contact the school office and complete the appropriate forms. Special dietary needs cannot be accommodated until the parent/guardian obtains a medical statement from a recognized medical authority/physician providing a list of foods the student must omit from the diet and a list of approved substitutions.

## **CLOSED LUNCH**

We have a closed campus during lunch. A lunch count will be taken at the start of every class during first period. Students who do not intend to eat a school lunch must notify the teacher at this time. The classroom teacher will notify the office and/or cafeteria of the students not eating that day and those students will not be charged for a school meal.

Students must make arrangements for outside food delivery before school begins. Our lunch/breakfast menu is published on our website, posted on the bulletin boards, and is listed on the announcements. This should provide adequate information for the student(s) to make their decision ahead of time. Students will not be excused to leave the building for lunch regardless of parental consent.

## **WELLNESS POLICY**

Pop and candy may not be brought into the lunchroom during lunch time. Students may keep snacks and drinks with twistable caps in their lockers. Energy drinks are prohibited.



## **ENROLLMENT PROCEDURES**

The superintendent shall establish orderly procedures for enrolling all students, including pre--enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public. As stipulated in Kansas law, any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

## **ADMISSION POLICY**

Students may enroll (JBC) with the [Board's/Superintendent's] permission and for consideration purposes will be classified as {Resident/Non-Resident} or {Full/Part-time}. There are nine (9) main categories of students who may wish to transfer/enroll at Brewster Schools:

- Regular Education Non-Resident Students
- Special Education Non-Resident Students
- Foreign Exchange Students (JQKA)
- Physically Handicapped Students (JQA)
- Pregnant Students (JQE)
- Married Students (JQF)
- Drop-out Students (JQH)
- Post-Secondary Students (JQI)
- Non-Accredited Students including Home-Schooled Students

## **RESIDENT STUDENTS**

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or person legally acting as a parent who is a resident within the boundaries of the district. Children who are homeless, as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, PARENT means the natural parents, adoptive parents, stepparents, and foster parents. For purposes of this policy, persons acting as a parent means guardian or conservator, a person liable by law for support of the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

## **NON-RESIDENT STUDENTS**

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available. All requirements must be satisfied in requesting admission into the district, and typically prior to the September 20<sup>th</sup> count day. All non-resident students must be Board approved.

## **NON-RESIDENT TRANSFER/ENROLLMENT**

Brewster Schools is not in the habit of recruiting students from other districts. Nor is the District interested in traveling to other districts to transport students to Brewster Schools. But, from time to time, a student or a parent may feel that Brewster Schools would be in a better position to provide a positive educational environment than their present school location. In some instances, Brewster Schools may accept non-resident students if it would serve positive interests

for both student and school. Each student who wishes to transfer to Brewster USD 314, but does not live within the legal boundaries must submit to the Superintendent of Schools a letter of request from the parents or guardian. In cases where a student is above the age of 18, the student may submit the required letter of request. Contained in this letter must be valid reasons for the request for transfer, a statement of commitment for parent involvement in the student's education, explanation of how the family/student will provide transportation either to the district line or to the school, the student's name and social security number, and the names and addresses of the last three (3) schools attended by the student. The superintendent may appoint a review committee to evaluate the student records that will be provided by the transferred school(s) prior to an acceptance recommendation being made to the Board of Education. Discrimination will not be allowed to enter the selection/rejection process. There may be cases where the student's background may not work either to the student's or to the school's advantage. In cases where there are special education considerations, Brewster Schools may not be adequately staffed to handle certain needs or provide the services a student may require. In short, in certain situations, students will be denied entry into the district.

Non-resident (out-of-district) students may be admitted on probation. If the Superintendent feels there is reason, the Superintendent will appoint a committee to review the student's academic and disciplinary records and may require the student to return to his/her home district.

### **FOREIGN EXCHANGE STUDENTS**

Brewster Schools believes that foreign exchange students are a benefit to both the school and the community. The Superintendent of Schools will be the contact person for agencies to apply for acceptance of foreign exchange students. At the time of admission to the public schools, the exchange student must be at least 16 years old but not older than 19 years of age. Exchange students who have already graduated from high school will not be permitted. Students' English proficiency, academic achievement and social expertise will be reviewed when consideration is given for permission to enroll. Nationally recognized sponsoring groups (KSHSAA listed schools) will be given preference for consideration. At no time should more than 10% of the high school student body be comprised of foreign exchange students. These students should be entered in the senior class and will not participate in the senior trip.

### **PART-TIME STUDENT TRANSFER/ENROLLMENT**

First priority will be to ensure students stay on schedule to graduate with their class, students are expected to enroll in a full-time (6 or more units of credit or 360 minutes) schedule each year in school.

- Students with special needs (e.g. pregnant students, married students who must work or be part-time homemakers, students with verified medical conditions which prevent full-time attendance may also be allowed to attend part-time (less than 6 hours) with the board's permission.)
- Non-Accredited and Home-Schooled students may also be allowed to attend part-time with the Board's permission.
- Drop-out students may be allowed to attend part-time with the Board's permission.

Students who attend part-time may be denied the opportunity to participate in the senior trip, extracurricular activities and field trips not related to their academic schedule.

Students who attend part-time shall leave school property after their classes are completed each day.

Students who have legitimate business with their teachers, the counselor, principal, or other school official may remain or return to the building for scheduled meetings with these officials as appropriate.

Students who have completed the requirements for graduation, or have a 3.0+ GPA and are on schedule to graduate, and are enrolled in 5 or more unit credits may apply for a work-study program during their junior and/or senior year (program to be determined by the principal.)

### **TRANSFERRING CREDIT**

In the junior high and in the senior high school, full faith and credit shall be given to units earned in other accredited schools unless the principal determines there is valid reason for not doing so. In the event there is a board appeal by the parent, the principal will provide written documentation as to his/her determination and the superintendent shall refer the question to the school attorney who shall prepare a written report to the board. Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the Principal.

### **TRANSFERS FROM NON-ACCREDITED SCHOOLS**

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based upon the student's documented past educational experiences and performances. The district can require testing of said student(s) with tests compatible with those taken by our students. Current tests utilized by the district are: Kansas Assessment Tests, Stanford, Pre-SAT, ACT, Pre-school readiness tests and certain special education screening and tests.

## **ACADEMIC INFORMATION**

### **PEER GRADING OF ASSIGNMENTS (Policy JFA)**

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

## HIGH SCHOOL GRADE LEVEL ASSIGNMENT

The Principal will assign each student to the proper grade level as determined strictly by the number of credits that the student has accumulated at the beginning of each school year (August). This grade level assignment shall not be altered until the next school year begins.

### Grade level assignment criteria are:

Freshman	0 to 5 credits	Sophomore	6 to 11 credits
Junior	12 to 17 credits	Senior	18+ credits

## COLLEGIATE PREPARATION - CURRENT RECOMMENDED by KANSAS BOARD of REGENTS

English - 4 units	Math - 3 units
Social Studies - 3 units	Natural Sciences - 3 units
Foreign Language - 2 units	Computer Skills - 1 units

There is an additional reading requirement for College Composition to be substituted as English IV to meet the Kansas Board of Regents curriculum requirements. See the principal for the approved reading list. There is an additional math requirement (4 years) for Kansas Scholars Curriculum. Please see the principal or school counselor for details.

## HIGH SCHOOL GRADUATION REQUIREMENTS

### STATE OF KANSAS

#### MINIMUM REQUIREMENTS

### BREWSTER SCHOOL

#### REQUIREMENTS

#### COURSE WORK

#### COURSE WORK

a) English/Language Arts	4	English/Language Arts	4
"Shall include reading, writing, literature, communication and grammar"		(English Comp may substitute for English IV)	
b) Social Studies	3	Social Studies	3
"Shall include World History, United States History, United States Government including the Constitution of the United States and concepts of economics and geography"		"Must include 1 unit of World History and $\frac{1}{2}$ unit of Kansas History in the 3 units"	
c) Science	3	Science	3
"Shall include physical, biological, and earth and space science concepts and include 1 lab unit"			
d) Math	3	Math	3
"Shall include Algebra and Geometry concepts"			

e) Computers	not required by state	Computers	1
f) Personal Finance	not required by state	Personal Finance (senior level class)	1
g) Physical Education/Health	1	Physical Education/Health	1
"Shall include Health, Safety, First-Aid, or Physiology"			
h) Fine Arts	1	Fine Arts	1
i) Electives	6	Electives	7
<b>STATE TOTAL</b>	<b>21</b>	<b>BREWSTER TOTAL</b>	<b>24</b>

The USD 314 Board of Education reserves the right to waive, revise or add to any of the above requirements that are not set by the State Board of Education.

### DUAL CREDIT COURSES

Students in grades 9-12 may enroll in college or technical college institutions and apply credits earned at those institutions toward their high school diplomas as long as:

- The student has prior approval from the principal.
- All other requirements for graduation can be met successfully through the USD 314 program.
- The enrollment of the student into the institution does not put an undue burden on the USD 314 school program.

According to state law, a student may receive college credit at a community college if he/she has completed fifteen (15) units prior to enrollment or unless he/she is a gifted student in grades 9-12 with an Individual Education Plan that states a need for a college course. An exception is the University of Kansas, which will allow a student in 8th grade or lower to take university courses for credit. Textbooks will be provided by USD 314 for Government and College Algebra. Textbooks required for other dual credit courses must be purchased by the student. Dual credit courses may be available at the high school level are College Algebra, Government, English Comp I, English Comp II, College Speech, College Psychology, and Computer Tech I & II.

Students in grades 7 and 8 may take High School courses for credit provided they have prior approval from the Principal and the Superintendent. Dual credit courses approved for junior high are Algebra I, Kansas History and Driver Training.

### CAREER COUNSELING

Brewster High School offers a program of educational guidance designed to assist students in enrolling, testing, and examining and entering post-secondary educational institutions. The counselor will maintain a current library of literature dealing with post-secondary educational

institutions and careers. Special cases that require specialized counseling will be referred, upon parental consent, to the appropriate counseling agent. Seniors who are interested in visiting colleges will be granted three (3) days excused absences, with parental consent.

## **GRADUATION REQUIREMENTS**

A member of the Senior class of a given year who does not meet the requirements for graduation shall be notified of this fact at the end of the first semester of his senior year by the superintendent. It is understood that if a senior fails a class during the second semester of his senior year, this may also jeopardize meeting graduation requirements.

A non-graduating senior shall have the following privileges:

- He may receive awards and medals for his senior year.

The following privileges and honors will be denied:

- His picture may not be placed on the panel with his graduating class.
- He will not receive a diploma.
- His name will not be listed on the class role for Commencement and Baccalaureate.
- He cannot order announcements for graduation with his class.

A non-graduating senior may be allowed to fulfill the requirements for graduation the following year as a "special student." If a special student fulfills requirements for graduation at the end of the first semester he must wait until regular graduation to receive his diploma at Commencement.

## **DROPPING COURSES**

Students may change classes only at the end of the first semester. Students are not allowed to drop a course after the fifth class meeting of each course except in unusual circumstances. To request an exception for a course to be dropped, the student must bring written permission to the principal which states the reason for dropping the course and must be signed by the student's parent or guardian and will be reviewed by a Staff Committee for approval prior to re-assignment by the Principal.

## **PROGRESS REPORTS**

Progress reports will be generated at the end of each quarter, which is typically a 9 week grading period. Personal contact between the teacher and parent will take place whenever a child is performing at a level that is unsatisfactory and/or places a passing grade in jeopardy.

## **REPORT CARDS**

Report cards will be generated and mailed home at the end of first semester and at year end. Grade point averages and class rank will be determined on transcripts by averaging semester grades only. Any student who fails a semester will be required to retake that semester if the class is a required class. The following uniform grading scales will be utilized throughout the school. Kindergarten students take their report cards home in

their folders.

## **GRADING SCALE**

<u>Letter Grade</u>	<u>Standard</u>	<u>Letter Grade</u>	<u>Standard</u>
A	93-100	C+	78-79
A-	90-92	C	73-77
B+	88-89	C-	70-72
B	83-87	D+	68-69
B -	80-82	D	63-67
		D-	60-62
		F	59& Below

## **INCOMPLETES**

Incompletes will be issued in place of grades for students who have not met the requirements of the course. The student will be granted 5 school days to complete the coursework or the incomplete will be changed to a failing grade. Exceptions may be made for those students who have endured prolonged absence or a valid hardship, which resulted in the missing work.

## **FINAL EXAMINATIONS**

Final examinations may be given at semester or year-end during the regularly scheduled class time.

## **VALEDICTORIAN & SALUTATORIAN AWARDS**

Each year, at the high school commencement ceremonies, one graduating senior student will be recognized as the class valedictorian and one graduating senior student will be recognized as the class salutatorian. Grade point averages will be carried out as many decimal points as needed to determine these honors. In the event of an indefinite tie, both students will receive the honor. These honors are awarded to students who achieve a high standard of academic excellence, citizenship, and leadership.

A weighted grade point average will be used for selection of the valedictorian and salutatorian. For weighted calculations an A = 5 points, a B = 4 points, a C = 3 points, a D = 1 point and an F = 0 points. Courses that receive weighted grading are foreign language, Accounting II, Spanish II, any math, or science courses above those required for graduation, and all dual credit Colby Community College courses.

For a student to be eligible for selection as the valedictorian or salutatorian, they must meet or exceed the prescribed criteria below.

### **VALEDICTORIAN**

1. Must have the highest GPA for 8.0 semesters of any of the eligible class members.
2. Must be willing to make a public address at the commencement ceremony.
3. Must have attended at least the last two full semesters at Brewster High School.

### **SALUTATORIAN**

1. Must have the second highest GPA for 8.0 semesters of any of the eligible class members.

2. Must be willing to make a public address at the commencement ceremony.
3. Must have attended at least the last two full semesters at Brewster High School.

## **ATTENDANCE INFORMATION**

Kansas Law requires regular attendance at school between the ages of 7 and 17. The law declares a student to be truant whenever the student has been inexcusably absent three (3) consecutive days or five (5) or more days in one semester. Certain absences may be considered excused. But, an excessive amount of absenteeism whether excused or unexcused is unacceptable and can result in either disciplinary action, loss of credit or a report to the proper authorities. Student absences due to doctor's visits or hospitalization will not count in these if the student provides documentation of the visit. When a student is absent from school, he/she is responsible for conferring with the teacher for making up work missed. Record keeping for homework is to be maintained between student and teacher.

## **ABSENCES**

The Brewster Board of Education recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers and other students. Kansas State Law provides local school boards with authority to establish standards for attendance. USD 314 therefore considers encouragement of consistent and timely attendance a major responsibility.

Students are expected to be in the classes to which they are assigned on every school day except in the case of illness or injury, school-related activity, family emergency or religious observance. It is the responsibility of the school administration to monitor student attendance and to communicate with students and their parents when attendance patterns do not meet district standards. It is the parent's responsibility to ensure that their children are in school and to notify the school when their child will be absent.

Personal business-such as senior pictures, banking, shopping etc. and personal grooming should be conducted during times the school is not in session. Scheduled doctor appointments and clinic visits should be scheduled when school is not in session.

## **ABSENCES - REPORTING REQUIREMENT FOR PARENTS**

Once students have arrived at school, whether by personal vehicle or on the school bus, they are under the supervision of school employees and are not allowed to leave school grounds without the principal's permission. Regular attendance is expected of the Brewster Student. If it is necessary to miss school for any reason, then the parent or guardian must notify the school by phone during the morning of the absence. Due to the legal responsibility of the school, the purpose of this notification is to inform the school of the student's whereabouts. If parents (or a student over 18 years of age) don't notify the school, then the school will notify the parents. **If parents cannot be reached, the absence will be considered unexcused until the parent has contacted the school.**



Upon return to school, the student needs to report to the office before returning to class. In the case of prolonged student illness, the parents may request that the school collect missed work which the parent may pick up for the student at the end of the school day. In certain cases, home-bound services may be provided in extended illnesses.

A student who has an excused absence is entitled to make up all work missed and receive credit provided the assigned work is completed and returned to the teacher within two school days following the day absent. (One additional school day is allowed for each additional day absent.) A student is not excused from assignments or tests that are due or scheduled on the day the student returns to school if the test or assignment was scheduled in advance of the absence. In circumstances where the principal, in consultation with the teacher, feels it would put undue burden on the student to make up assignments and tests the day he/she returns to school after an absence, an alternative date may be set for completion of those assignments and tests. The student, teacher and principal may confer to make allowances due to unforeseen circumstances concerning absences.

## **EXCUSED ABSENCES**

The following are considered excused absences but do not absolve the student from missing academic class time.

1. Illness with a parent's or doctor's verification or excuse each semester, verification by the school nurse that the student is or was ill, dental or clinical appointments, school sponsored activities if the student meets the eligibility requirements of the KSHSAA.
2. Pre-arranged absence (parent's permission in advance) for funerals, religious events, family business or outside-of-school organizations such as 4-H, church groups, and scouts. Classroom work is due before the student is absent in the event of a pre-arranged absence.
3. When severe weather conditions exist making it impossible or impractical for students to attend school, the absence will be excused if the parents notify the school.

## **UNEXCUSED ABSENCES**

The law declares a student truant whenever the student has been inexcusably absent three (3) consecutive days or five (5) or more days in one semester. Unexcused absences are considered lost school time; therefore, there will be detention time issued to the students who are guilty of unexcused absences. The following are examples of unexcused absences:

1. Skipping school a day or a significant part of the day (not considered tardy).
2. Leaving school when school is in session without permission and without signing out in the main office.
3. Absences from a regularly assigned class without permission and without signing out in the main office.
4. Non-pre-arranged absence(s).
  - When students are caught skipping school or being truant, the parents will be notified and the student will be subject to disciplinary action which may include make-up time (detention) or suspension.
  - Students will not be given credit for daily work or quizzes missed because of an unexcused absence. However, arrangements will usually be made and full or partial credit given for major

project deadlines or tests missed because of a suspension for an unexcused absence (e.g. term paper, nine weeks test, and semester exams). It is the discretion of the teacher to determine if only partial credit is given.

## **PLANNED ABSENCES**

Approval for pre-arranged absences is available by a parent conferring with the principal. This approval is only granted for reasons that affect the student's education or family life in a positive way (see excused absences # 2).

## **EXTRA-CURRICULAR ACTIVITY ABSENCES**

In order for a student to participate in an extra-curricular activity (game/meet or practice...includes JV & Varsity if they occur on the same day), the following will apply:

- If the student has an unexcused absence for even one (1) period of the day of any activity, the student will not be allowed to practice or perform that day.
- A student that leaves school for any reason other than a doctor's appointment or funeral on the day of an activity is considered to have incurred an unexcused absence and will not be allowed to practice or play that day.
- Parents of students with emergency circumstances (funeral, pre-scheduled dentist or doctor appointment, family emergency) must notify the office.
- Excessive tardies (3) and/or absences (2) may result in the removal of the student's participation of that specific activity.
- After school detention will be served prior to attending practice or going on the bus to an activity.
- Suspension from school removes student eligibility to practice or play until completed. While on suspension, a student may not attend practice, be on the sideline for a game, on the bench for a game or travel with a team.
- If school is dismissed for inclement weather, practice or game scheduling/canceling will be determined by administration and does not affect a student's ability to participate...if the activity is held and school is in session the next day, attendance is required.
- Refer to the Student Handbook for the definitions of excused and unexcused absences.

## **ATTENDANCE AND EARNING CREDIT**

In order to earn class credit, a student may not have more than a total of five (5) absences per class per semester. In School Suspensions are not considered as absences. College visits, School Sponsored extracurricular activities, family emergencies, family funerals, and medical illness and appointments with a doctor's note do not count toward the five (5) absences limit for credit per class per semester.

Family vacations (even if pre-arranged and excused), shopping trips, hair appointments, skipping classes and the like do count toward the five (5) absences limit for credit per class per semester.

One of the most important parts of a student's permanent record is attendance. Regular and punctual attendance by all students is necessary for the proper functioning of the entire school. One of the major causes of failure in secondary school is absenteeism. Kansas law requires compulsory attendance at school; statute 72-1111 states that "every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of 7 and under the age of 18 and has not attained a high school diploma or GED credential, shall require such child to be regularly enrolled in and attend continuously each school year." Kansas Statute 72-113 discusses enforcement of compulsory school attendance, and requiring school boards to establish policy identifying excused and unexcused absences; our board has established the following for excused and unexcused absences:

**Excused:**

1. Illness, with a parent's call, or a doctor's note, dental or clinical appointment with a note, or a legal appointment with a note, or school sponsored activity.
2. Prearranged excuses for funerals, family trips, outside organizations, or any other absence the principal gives prior approval for. These prearranged excuses are done through the principal, and only the principal can excuse these absences. Students are allowed to makeup missed work for prearranged absences as long as the teacher knows 2 days in advance providing time to prepare the work for the student and that the work is turned in to the teacher on the first day of class that the student returns.
3. Severe weather that makes it impossible or impractical.
4. Family emergencies.

**Unexcused:**

1. Skipping school.
2. Non-arranged absence.
3. Leaving school without permission.
4. Absent from assigned class.

**(flexibility granted as necessary for COVID-19 occurrences)**

**TRUANCY- Kansas Statute 72-1113:** A student who has three (3) consecutive unexcused absences or any five (5) unexcused absences in a semester will be considered truant. Prior to reporting to either SRS or the county or district attorney, a letter shall be sent to the parents and/or guardians of the student notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported as not attending school as required by state statute. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student.

- Please call 24 hours in advance, or more, to receive Superintendent/Principal's prior approval for an absence, if you know your child will be missing school. We will work with you as you work with us. This helps all of us to avoid the issues of truancy as defined in school law in our state.

- Understand that a parent phone call to excuse a student, for personal reasons such as the child does not want to get out of bed, is not an excused absence. Only the principal can excuse an absence, because law states that a child attending public school is attending under the compulsory attendance law. They are to be at school, unless they fall under an excused absence, as stated above. The principal is the truant officer and bound by state law to enforce attendance and truancy law.

All absences, regardless of the cause will be recorded on the student's cumulative attendance record.

### **WRITTEN VERIFICATION OF ABSENCE**

A telephone call from a parent to the school office for a child ill at home (doctor not involved) will not require a note. High frequency phone calls of this nature may be questioned. All other absences require a written note signed by the student's parent/guardian and given to the school office. Texting is not considered acceptable documentation. A doctor's note shall be required upon returning to school from an appointment. This note shall be given to the school secretary. Notes will include the following information:

1. The date of the absence,
2. The location of the child/student during the absence,
3. The reason for the absence and may include Dr. instructions when child may return to school,
4. The parent or doctor's signature verifying the information stated.

After a student has accumulated two unexcused absences in a semester, the student will receive verbal notification from the principal. The principal will advise the student of the policy and the consequences of losing class credit and a written notice will be given to the parents/guardians as attendance is primarily the responsibility of the parents/guardians.

When the student reaches 4 absences, counting toward the 5 absent limit for credit, a formal notification will be sent home detailing the amount of absences and consequences of continued absenteeism. Exceptions to this policy; Any student who is hospitalized, is suffering from a long-term illness (long term illness as defined as an illness of four or more days in a row), or has a chronic medical condition while under the care of a licensed physician.

All absences from class in which the excuse is unsatisfactory and/or without knowledge, consent or approval of the parents/guardians and school administration are unexcused absences. NO CREDIT will be given for daily work or tests missed as a result of an unexcused absence. Examples of

unexcused absences include but are not limited to: cutting classes, staying home, leaving school without permission, etc. Administration reserves the right to determine the status of all absences.

## **EXTRA-CURRICULAR ACTIVITY ABSENCES**

In order for a student to participate in an extra-curricular activity (game/meet or practice, includes JV & Varsity if they occur on the same day), the following will apply:

- If the student has an unexcused absence for even one (1) period of the day of any activity, the student will not be allowed to practice or perform that day.
- A student that leaves school for any reason other than a doctor's appointment or funeral on the day of an activity is considered to have incurred an unexcused absence and will not be allowed to practice or play that day.
- Parents of students with emergency circumstances (funeral, pre-scheduled dentist or doctor appointment, family emergency) must notify the office.
- Excessive tardies (3) and/or absences (2) may result in the removal of the student's participation of that specific activity.
- After school detention will be served prior to attending practice or going on the bus to an activity.
- Suspension from school removes student eligibility to practice or play until completed. While on suspension, a student may not attend practice, be on the sideline for a game, on the bench for a game or travel with a team.
- If school is dismissed for inclement weather, practice or game scheduling/canceling will be determined by administration and does not affect a student's ability to participate...if the activity is held and school is in session the next day, attendance is required.
- Refer to the Student Handbook for the definitions of excused and unexcused absences.

## **LOSS OF CREDIT**

A student who has lost credit in any class may: (1) stay in class if his or her conduct remains acceptable to the teacher; (2) be assigned to a study hall; or (3) be suspended from that class for the remainder of the semester.

- Students will not be given credit for daily work or quizzes missed because of an unexcused absence. However, arrangements will usually be made and full or partial credit given for major project deadlines or tests missed because of a suspension for an unexcused absence (e.g. term paper, nine weeks test, and semester exams). It is the discretion of the teacher to determine if only partial credit is given.

## **TARDIES**

A junior or senior high student arriving at school after the commencement of the student's first class will be considered tardy. Also, when he/she is not IN the classroom when the buzzer sounds. Any student who is tardy due to being detained by another teacher must obtain a pass from the teacher who detained them. A tardy may also be communicated between teachers to excuse the

student. In such cases, the tardy will not be marked by the second teacher. When a student is tardy, the teacher will record the tardy. If a student is tardy 1st period, they must report to the office for an admit slip. A student is considered tardy up to (15) minutes. After 15 minutes the student is marked absent for the class. If tardiness become an issue, parents will be contacted.

On the third (3<sup>rd</sup>) accumulated tardy in a 9-week grading term, and for each additional tardy thereafter, a student will be assigned to a 30 minute detention period. Detentions will be typically served on Wednesday from 4:10 - 4:30 under the direction of the principal. All detentions must be served within the 9-week grading term to remain eligible for the next or following term. Students serving detention will not be allowed to have use of their phone during detention and will be required to have something productive to do during detention time such as school assignments or reading. Bus students may request a grace period to make arrangements, if needed. Each individual teacher will be responsible for recording tardies in their classes. Repeated or habitual tardiness may result in further disciplinary action.

## **LEAVING SCHOOL**

Students will only be allowed to leave the school with a written note from home or verbal approval from the parent to office personnel and properly completing and signing the sign-out sheet in the office. In cases where a student becomes ill during the school day, the office will attempt to locate the parent(s) for verbal permission for the student to go home. If the parent(s) cannot be reached, the student will stay in the building secretary's office until school is dismissed. The student is responsible for class work & assignments missed.

## **HALL PASSES**

A pass by a teacher is required by a student in order to go to another classroom, library, office, or other school location. Students missing class without a pass will be considered as unexcused and disciplinary measures are in effect.

## **OPTING OUT**

Should a student opt out of participating with their class in activities or fund raiser, the student cannot be a class officer, STUCO officer, or Homecoming candidate.

## **DISCIPLINE INFORMATION**

The primary responsibility for disciplining lies with the student. Generally, discipline falls in two forms...**BEHAVIOR** or **ACADEMIC DEFICIENCY**. All teachers have the responsibility to enforce discipline. In behavior cases where the teacher feels the situation has escalated beyond normal bounds (the problem has been ongoing, or, the problem seriously disrupts the class, or, the problem poses a threat to the safety of the teacher, other students, or the student in question, and, the parent has been contacted by the teacher for parent assistance), the principal may be brought in to assist with the problem. Any time the principal is required in a disciplinary situation, the parents will be notified and brought in for a meeting between the teacher, student and parents to help correct the situation.

## BEHAVIOR CODE

Brewster students are expected to conduct themselves in such a way that promotes and enhances the school, the educational and social environment and the Brewster community. Self-discipline is a vital element in a successful society. The primary purpose of Brewster Schools is educating students. In order for all students to take maximum advantage of their educational opportunities, behavior exhibited by our students must afford a pleasant, serious learning environment.

It is important to understand that certain types of behavior that may not be offensive in some situations are not appropriate in a school setting. It is also important to understand that standing by or laughing at an inappropriate action by one student against another is not good citizenship and, in most cases, will reflect negatively upon those that tolerate or ignore inappropriate actions.

"Leaders Protect!"

When a Brewster student exhibits behavior that is beyond normal day-to-day expectations, disciplinary action can be expected. Discipline is a "Team Effort" and is the responsibility of the total school staff. Our Disciplinary Plan of Action is based upon two major concepts...(1) unacceptable behavior must be addressed immediately and either modified or changed, and (2) consequences or interventions may need to be applied.

Each teacher is responsible for the management of student conduct in their classroom, passage from one area to another and during all school-related activities. Classroom Rules must be clearly written and communicated. Except in rare cases, the teacher or staff member will initiate and follow through with all disciplinary action. The normal sequential steps taken are... teacher / pupil, teacher / pupil / parent, and if necessary, teacher / pupil / parent / principal. Principal involvement in the disciplinary framework may result in a written conduct / behavior discipline plan, counseling, T.H.O.T. Team referral or major disciplinary action. Teachers may utilize varied types of discipline plans. Some examples are:

### Positive Reinforcement

Assertive (point system)  
Rewards, Special days / events  
Conflict Resolution, Peer Mediation  
Class Meetings

### Negative Reinforcement

Time out, loss of free time (recess, lunch)  
Stay after school, write, school service,  
Loss of privileges  
Detention - in or out of school

## DETENTION

The teacher may assign Behavior Detention time any day from elementary/junior high/high school students who are disruptive to the orderly conduct of the school. The first two detentions in the semester will be arranged and served with the teacher where the offense occurred. The teacher will notify the parent on each behavior detention. A third detention in the semester with the same teacher will result in a teacher, student, principal meeting and the detention being served on the next Wednesday from 7:30 - 8:00 a.m. or 4:10 - 4:40 p.m. under the direction of the principal. Students will serve their detention prior to participating in any extra-curricular events including practices. Students serving detention will not be allowed to have use of their cell phone during detention and will be required to have something productive to do during detention time such as reading or homework. Bus students may request a grace period to make arrangements, if needed.

## **IN-SCHOOL SUSPENSION (ISS)**

The principal will determine if in-school suspension is the appropriate consequence for the infraction. In-school suspension may be issued by the principal to any student who causes a disruption to the educational process. The duration of in-school suspension may range from one (1) to three (3) days depending upon the seriousness of the offense. In-school suspension will be a time where the student will be assigned to complete behavior modification handouts in consultation with the school counselor. Students who fail to complete their assigned work by the end of their suspension will not be allowed to return to the classroom until the assigned work is completed. Credit will be given to regular homework completed while serving in-school suspension provided the homework is turned in the day it is due. Students are responsible for their make-up work from their teachers. Parents will be notified by the principal when a student is to receive in-school suspension and a conference with the parents will be scheduled.

The following rules and expectations must be adhered to while assigned to ISS:

- ISS is a disciplinary assignment and the student is to abide by all rules or requests made by the administration or supervisor. Refusal to comply and follow the rules established for ISS will result in an immediate suspension from school for up to a period of 5 days.
- A student assigned to ISS must report to the office prior to 8:00 a.m.
- The student will be given restroom breaks. Lunchtime and location will be determined by the supervisor and/or administration.
- A student assigned to ISS is ineligible to participate in any school functions or practices that day or evening.
- A student assigned ISS must complete their obligation on USD # 314 premises. Home service is not an option.
- Work Release ~Work study students will need to call their trainer and explain they will not be in to work.

## **OUT-OF SCHOOL SUSPENSION (OSS)**

The principal will determine if out-of-school suspension is the appropriate consequence for the infraction. Out-of-school suspension may be issued by the principal to any student who causes a disruption to the educational process. The duration of out-of-school suspension may range from short term to long term depending upon the seriousness of the offense. Parents will be notified by the principal when a student is to receive out-of-school suspension and a conference with the teacher, parents and student will be scheduled.

The following rules and expectations must be adhered to while under OSS:

- An OSS student is ineligible to participate in or attend any school or school related functions of any kind at home or away for the duration of the disciplinary action. The OSS student is not allowed on school property during the suspension.
- An OSS student is counted as absent and may not make up missed class work (there may be exceptions to NO makeup work accepted, such as assignments required for graduation).
- An OSS student is to abide by the rules or requests made by the administration with regard to the suspension.



- A suspended student and their parents must report to the office or call the principal prior to 8:00 a.m. on the date of returning to regular attendance for a conference.

### ADMINISTRATION'S PROGRESSIVE DISCIPLINE PLAN

It is sometimes necessary for the principal to administer discipline as a corrective action for improper student behavior. The principal will determine if the progressive discipline plan is the appropriate consequence for the infraction. Ironically, often the same students are referred to the principal more than once and need to be assigned more severe consequences as a result of their inability to behave responsibly. In some cases, there is a reluctance to accept that the child did anything wrong, and attempts are made to lessen the penalty. This type of response makes discipline very difficult to administer. In fairness to all, the principal has developed the following guide to more severe disciplinary situations where the student has gone beyond the normal and acceptable bounds of behavior. The principal has the authority to administer stricter punishment if deemed necessary. Except in unusual circumstances, the teacher, parent and child should have gone through the steps to resolve the problem together before the principal will implement disciplinary action.

BEHAVIOR REFERRAL	OCCURRENCE	# 1	# 2	#3
1. Fighting (situation/severity)		A or AA	B or BB	C
2. Threats/Taunting another student		A	B	C
3. Insubordination		A	B	C
4. Leaving school w/o permission		A	B	C
5. Cheating/Falsifying records		A	B	C
6. Hazing		AA	BB	C
7. Theft or destruction of property (law enforcement)		AA	BB	C
8. School Safety Incident (law enforcement)		AA	BB	C
9. Unsupervised in gym/weight room/shop		A	B	C

\* Administration has the authority to make adjustments when situation warrants.

DISCIPLINARY ACTION	REQUIREMENT PRIOR TO RETURNING TO THE CLASSROOM
A 1 Day ISS	Parent/Student/Teacher/Principal Conference
AA 1 Day OSS	Parent/Student/Principal Conference
B 2 Day ISS	Parent/Student/Teacher/Principal Conference
BB 2 Day OSS	Parent/Student/Principal Conference
C 3 Day OSS	Parent/Student/Principal Conference
D 5 Day OSS	Assigned School Counseling & Appear before the Board

\* Administration has the authority to make adjustments when situation warrants.

### SUSPENSION AND EXPULSION PROCEDURES - K.S.A. Article #9, 72-8901 to 72-8906

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, or appointed administrative assistant. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. The formal hearing on a suspension or expulsion may be conducted by any certified

employee or committee of certified employees authorized by the board to conduct the hearing. On an appeal of an extended term suspension or an expulsion to the board, the board shall hear the appeal or appoint a hearing officer who may be a member of the board of education, a certified employee of the school district or an attorney.

Rules which apply in all cases when a student may be suspended or expelled:

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 5 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 5 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation, only the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal
  - Attend any school activity as a spectator, participant or observer
  - It may be deemed to be in the best interest of the student to allow makeup work

#### Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a teacher, peace officer, security officer or other school authority if the disobedience results in disorder, disruption or interference of school operation; or
- Possession of a weapon (*see Weapons section*) at school, on school property or at a school sponsored event.

#### Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding five (5) school days) must be

preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than seventy-two (72) hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within twenty-four (24) hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time. A ten (10) day suspension may be imposed for the following exceptions to the five (5) day rule:

- Carrying a weapon (one year suspension);
- Knowingly possessing or using illegal drugs;
- Selling, or soliciting the sale of illegal drugs while at school, on school property or at a school activity;
- Engaging in behavior which resulted in, or is substantially likely to have resulted in, injury to the pupil or to others.

#### Long-term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed ninety (90) school days) or expulsion (not to exceed one hundred eighty-six (186) school days), a hearing shall be conducted by a hearing officer who has the authority to suspend or expel. Formal hearings shall be conducted according to procedures outlined in current Kansas law; and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which employee is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within twenty-four (24) hours after determination of such result.

### Student Rights During a Long -Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

### Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within (10) calendar days after receiving notice of the decision.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within twenty (20) calendar days after notice of appeal is filed.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least five (5) calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within five (5) calendar days after the conclusion of the appeal hearing.

### **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device.

### Definition of Weapons and Destructive Devices

- The frame or receiver of any weapon;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces,
- missile having an explosive or incendiary charge of more than  $\frac{1}{4}$  ounce, mine or similar device;
- Any weapon which will or is designed to, or which may be readily converted to, expel a projectile by action of an explosive
- or other propellant, or which has any barrel with a bore of more than  $\frac{1}{2}$  inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in two immediately preceding examples, and from which a

destructive device may readily be assembled;

- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that handle of the knife, or any knife having a blade that opens or falls or is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

### Penalties for Possession

**Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year.** The superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

It is a crime for any person to possess a firearm at school or on school property. Students violating this policy shall be referred to the appropriate law enforcement agency and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

### **REPORTING TO SHERIFF'S DEPARTMENT**

Whenever a pupil 13 years or older has been expelled from school or suspended for an extended term (more than ten (10) days), the principal/superintendent shall give written notice of the explanation of the expulsion or suspension and shall include the pupil's name, address, date of birth, and driver's license (if available) to the Thomas County Sheriff's Department if the expulsion or extended-term suspension was imposed upon the pupil for:

- possession of a weapon at school, on school property, or at a school activity; or
- possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or
- behavior at school, on school property, or at a school activity, which resulted in, or was substantially likely to have resulted in serious bodily injury to others.

### **DRUG FREE SCHOOLS & COMMUNITIES**

The board believes that maintaining a drug free atmosphere is important in establishing an appropriate learning environment for the students and staff of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district. (GAQA, JODAB, JCDA, JDD, JDDA)

Prohibited activities include (see JGFGB)

- using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia, electronic cigarettes, or vaping devices or vaping components.
- the improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or any other controlled substances.

Wearing apparel, which contain writing, or graphics that recognizes tobacco/alcohol/drugs is not

acceptable.

## **EXPECTATIONS FOR SCHOOL SPONSORED ACTIVITIES**

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted. Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- parent notification;
- police involvement;
- suspension or expulsion; and/or;
- exclusion from future extracurricular activities.

## **PROCEDURES FOR DEALING WITH OFFENDERS OF THE DRUG & ALCOHOL RULE**

The possession and/or use of tobacco, any illegal drug, or any alcoholic substance on any school property, or at any school-sponsored function (activity or event) (**FIRST OFFENSE**) will result in an immediate out-of-school suspension for five days. Additionally, a conference, or conferences, will be arranged by the administration with the student, the student's parents, involved staff members, and the principal. The purpose of the conference(s) shall be to remediate any present, or potential, problems.

(Upon a **SECOND OFFENSE**) the student will be suspended for five days out-of-school; upon the student's return to school, the student will serve a five-day in-school suspension. Additionally, the student (or the parents for the student) will arrange for counseling and show documentation that counseling is being utilized (via: a local clergy, a mental health clinic, an alcohol & drug council, et. al.)

(Upon a **THIRD OFFENSE & SUBSEQUENT OFFENSES**) the student will be suspended. . .to be re-admitted to school in regular standing only after the student and his parents have had a conference with the Board of Education and Administration at a Special Board Meeting and received Board of Education permission to re-enter school as a student in regular standing under whatever conditions the Board of Education may set. Violations of the Drug, Alcohol, & Tobacco policy must be witnessed by and attested to by USD 314 staff and must be evident and unquestionable...and the actions taken must be fair, consistent, and immediate. Interpretations of the policy will be at the discretion of the administration and the Board of Education.

## **DRUG TESTING POLICY FOR STUDENTS**

The Brewster Board of Education, in an effort to protect the health and safety of its students from illegal drug use and abuse adopts the following policy for drug testing of students: Students suspected of drug use by teachers and administration may be required to submit to drug testing by a formal drug testing company.

## STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Brewster School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students at school and school activities. No suspensions from school or academic sanctions will be imposed for violations of this policy as it relates to school and school activities. This policy supplements all other policies, rules and regulations of the Brewster School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities at Brewster School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

### The purposes of this policy are:

1. To educate students of the serious physical, mental and emotional harm that may be caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To prevent injury, illness, and harm to students which may arise as a result of illegal and prohibited performance-enhancing drug use.
4. To offer students practices, competition and school activities free of the effects of illegal and prohibited performance-enhancing drug use.

Illegal and prohibited performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the Brewster School District. For the safety, health and well being of students in extra-curricular activities the Brewster School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 6-12.

The administration may adopt regulations to implement this policy:

### I. Definitions

*Drug Test* means a scientifically substantiated method to test for the presence of illegal drugs thereof in a person's urine.

*Illegal Drugs* means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Kansas law. *Illegal Drugs* includes, but is not limited to, all scheduled drugs as defined by the Kansas Uniform Controlled Substance Act, all prescription drugs

obtained without authorization, and all prescribed drugs being used for an abusive purpose. *Illegal Drugs* shall also include alcohol and cigarettes.

*Positive* when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug using the standards customarily established by the testing laboratory administering the drug test.

## **II. Procedures**

Any student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, and the student's parent or custodial guardian, before such student shall be eligible to practice or participate in any extra-curricular activities.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Brewster School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The Principal or designee may assign two school employees of the same sex as the student to accompany the student to a restroom. The monitors shall not observe the student while the specimen is being produced, but the monitors shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the Principal or designee who will then determine if a new sample should be obtained.

A dilute negative specimen may be caused by many different variables. Should a urine test result show a negative dilute specimen, the student will be required to submit to an additional urine test at the next collection date. Should this second test show a negative dilute specimen, it will be accepted as a valid drug test.

## **III. Confidentiality**

The medical review officer, contracted by the professional service, will notify the parent/guardian of any positive test. The parent/guardian will have the opportunity to reveal to the medical review officer any medication legally prescribed for the student. The medical review officer will use this information to determine if the test is positive or negative. The professional service will then notify the principal or designee of the test results. The principal or designee will notify parents/guardians and the student of all test results. To keep the positive test results confidential, the Principal or designee will only notify the student, the parent/guardian of the student and the head coach/sponsor of the results. The Principal or designee will schedule a



conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the Principal or to the laboratory. The Brewster School District will rely on the opinion of the medical review officer which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal drug.

Test results will be kept in files separate from the student's other education records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities unless compelled by legal process to do so.

#### **IV. Appeal**

Any student who has been determined by the Principal or designee to be in violation of this policy shall have the right to appeal the decision to the Board of Education. Such request for a review must be submitted to the Board of Education in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Board of Education shall then determine whether the original finding was justified. No further review of the Board of Education's decision will be provided and their decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Board of Education which shall be final and cannot be appealed.

#### **V. Consequences**

Any student who tests positive in a drug test under this policy shall be subject to being re-tested the following month. Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

- A. *First Offense:* Suspension from participation in all extra-curricular activities, including but not limited to, all meetings, practices, performances and competitions for 5 school days. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, coach/sponsor of usage before being notified to submit to a drug test will be allowed to remain active in all activities covered under this policy, but such student will be considered to have committed his/her first offense under the policy. However, such student will not be subject to the 5 day suspension, but will be required to be periodically tested for the remainder of the school year. The time, date and frequency of the periodic testing will be unknown to the student and determined by the Principal or designee.
- B. *Second Offense:* Suspension from participation in all extra-curricular activities covered under this policy including but not limited to all meetings, practices, performances, and competition for 45 school days or the end of the season, whichever is longest (which begins at the end of the initial 5 day suspension, if necessary), during which time the activity student must successfully complete a drug/alcohol evaluation and follow any recommendations resulting from the evaluation. The student shall verify completion of the

evaluation and recommendations. The student will not become eligible until this verification is received. The cost of the evaluation and any resulting treatment shall be the expense of the student or the student's parents/guardians. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be periodically tested for the remainder of the school year. The time, date and frequency of the testing will be unknown to the student and determined by the Principal or designee. The only activity exempt from this is graduation.

These restrictions and requirements shall be given immediately unless a review appeal is filed following receipt of a positive test.

- C. *Third Offense:* Complete suspension from participation in all extra-curricular activities including but not limited to all meetings, practices, performances, and competition for 90 school days (which begins at the end of the previous 45 day suspension, if necessary). The only activity exempt from this is graduation.
- D. *Fourth Offense:* Complete suspension from participation in all extra-curricular activities including but not limited to all meetings, practice, performances, and competition for the remainder of the student's high school years. The only activity exempt from this is graduation.
- E. *Determination of First, Second, Third and Subsequent Offense:* For the purposes of determining consequences under this policy, any violation for this policy by an Activity Student will be cumulative from grades 6 through 12.

#### V. Refusal to Submit to Drug Use Test

A student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any extra-curricular activities for ninety (90) school days. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

#### ALCOHOL, DRUGS, & TOBACCO FOR ACTIVITY PARTICIPANTS

- No student, at any time, shall use or possess any form of alcohol, illegal drugs, tobacco products, electronic cigarettes, vaping devices or vaping components. A student **activity participant** who is in violation of this rule will be dealt with as outlined in the Brewster Student Handbook.
- The prohibition against the use of alcohol, drugs, and tobacco is a 24-hour, 7-day a week prohibition from the first day of the activity until the last.
- The (FIRST-TIME) offender will lose his/her privilege to participate for a period of five (5) school days (no practice, no attendance at practice, and no attendance on the sideline or on the bench at a game, no riding to the game in a school vehicle).
- (SECOND-TIME) offenders will lose their privilege to participate as a member of that team for the remainder of the season or 45 school days, whichever is longest.
- Student violations of this activity policy are cumulative throughout their junior high and high school years.

- Any activity student present at a party where alcohol is knowingly being furnished to minors will lose his/her privilege to participate for a period of five (5) school days). If a student is proven innocent by law enforcement means (such as a breathalyzer or drug test), the student will lose his/her privilege to participate for a period of two (2) school days. This will be considered the student's first offense.

Coaches/sponsors may exercise the option to assign extra conditions to this punishment upon return to the team.

## **HARASSMENT/HAZING/INTIMIDATION/BULLYING/MENACING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

Should an incident occur through social media using the school devices, the school will enforce discipline action according to the current policy. However, if the incident occurs outside of school hours or outside of school events using personal devices, the parents are urged to contact law enforcement.

## **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

## **PUBLIC DISPLAY OF AFFECTION IN SCHOOL**

No display of affection will be allowed in the school, on school grounds, or at any school event. Public display of affection means: kissing or inappropriate touching of another's body as determined by the classroom teacher. This includes holding hands. Teachers will enforce this rule by assigning a 30-minute Behavior Detention to each of the parties involved. Parents will be notified.

## **DRESS CODE**

Students and their parents are expected to accept responsibility for appropriate dress when attending school and school events. **Certain appearance may be appropriate elsewhere, but not in**

**Brewster Schools. Clothing or accessories or any body adornments contrary to the norm will be questioned and addressed.** In accordance with Drug Free School requirements, any clothing items which contain writing or graphics that recognize tobacco and alcohol/drugs, or that are in any way degrading or demeaning, are specifically prohibited and the student will be either required to turn the item inside out or wear an item furnished by the school. If students dress inappropriately, they will be referred to the principal by the classroom teacher. The principal (or designated representative) may request the parents to bring appropriate clothing items to the school, have the student wear an item furnished by the school, or in extreme cases go home to change in order to comply (time away from school will be counted as absent and absentee rules will apply (class work responsibility, activity participation, detention, etc.).

**School dress code** (This falls under the discipline code and is the responsibility of each teacher and staff member to ensure that our students comply.):

- Students and their parents are expected to accept responsibility for appropriate dress when attending school. Certain appearances may be appropriate elsewhere, but not in Brewster Schools.
- Any clothing items which contain writing or graphics that recognize tobacco and alcohol/drugs, or that are in any way degrading or demeaning, are specifically prohibited.
- Hats (including the hats on the hoodies) or head wraps/scarves/bandanas and the like are not to be worn indoors during school hours. This includes in school vehicles. This is effective for both genders. This includes while attending any school activity as a participant including while working in concession stands. Student as spectators (non-activity participants) at home or away events may wear hats after school hours or when school is not in session such as on the football field or in the gymnasium.
- Shirts must conceal the entire abdomen, the entire chest area (no cleavage showing) and lower/mid back area and all seams must be finished.
- No spaghetti straps and tube tops. No shirts that reveal undergarments such as underwear or bras. No cutout shirts exposing the trunk of the body.
- Shorts, skirts, jams, culottes, beach combers and other similar types of clothing will be considered appropriate if worn no higher than the tips of the fingers when arms are naturally at your side. NO boxer shorts, biker shorts, or cut-off sweats will be allowed at school at any time.
- Student will not be allowed to wear clothes with holes showing visible skin above the knee.
- Only prescription glasses will be allowed inside the building. No sunglasses allowed.
- Ear buds and/or headsets and the like are not allowed to be used/worn during the school day between 8 a.m. and 4 p.m. The only exception may be if the classroom teacher gives permission during their supervised class time, such as needed for an online course etc. Ear buds or headsets and the like are NOT to be worn in the halls during passing times OR in the Cafeteria OR anywhere on campus between the hours of 8 a.m. and 4 p.m.
- If students dress inappropriately, they will be required by the Principal (or his/her designated representative) to change. This may require going home in order to comply.

**Dress attire for activity events** (It is the responsibility of the coach/sponsor to ensure our students comply.):

- We expect our Junior High and High School students to be well-groomed and clothed appropriately for all activity events.
- Male team members should be in dress slacks (black or colored jeans, but no blue jeans), a clean shirt or a sweater. Students may wear team shirts/warm-ups after their performance is completed with the approval of the coach.
- Female team members should have a clean, neat dress or slacks (black or colored jeans, but no blue jeans), and be well groomed. Students may wear team shirts/warm-ups after their performance is completed with the approval of the coach.
- No shorts will be allowed on any activity trips other than track meets and golf meets.
- All students may have facial hair to the coach's discretion.
- Jewelry will not be worn during practices or games.
- Baseball caps (and other hats, which includes sun visors and handkerchiefs) will not be allowed or worn inside for home games for any Brewster student.
- No hats will be worn when traveling with any school sponsored activity/event.
- Athletic trainers may be allowed to wear appropriate blue jeans to football games.
- Students will not be allowed to wear clothes with holes.

Parents/guardians please make every attempt to see what your daughter or son is wearing to school before they leave home.

### **COMPUTER USE & STUDENT E-MAIL**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

### **COMPLAINTS/RUMORS - Chain-of-Command**

<b>Chain of Command</b>				
<b>Area of Concern</b>	<b>1st Level</b>	<b>2nd Level</b>	<b>3rd Level</b>	<b>4th Level</b>
Athletics	Coach	AD	Superintendent	Board of Ed
Athletic Facilities	AD	Superintendent	Board of Ed	
Academics/Curriculum/Instruction	Teacher	Superintendent	Board of Ed	
Discipline	Teacher	Superintendent	Board of Ed	
Facilities	Superintendent	Board of Ed		
Guidance	Counselor	Superintendent	Board of Ed	

Special Education	Teacher	Superintendent	Board of Ed	
Student Concerns	Teacher	Superintendent	Board of Ed	
Technology/Computers	Teacher	Tech Director	Superintendent	Board of Ed
Transportation	Driver	Trans Director	Superintendent	Board of Ed
Maintenance/Custodial	Custodian	Maint Director	Superintendent	Board of Ed

Any student, teacher, staff member and/or parent may file a complaint with the principal against any school employee, student or any school rule and regulation. Board Policy KN encourages that "all complaints regarding the district be resolved at the lowest administrative level" and further states "Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to administration for study and possible solution."

All complaints will be reviewed, with those in writing receiving more credibility. Said complaint in writing must be signed and be filed within 20 days following the act or event about which the complaint arose. Said complaint shall be specific and in reasonable detail as to who, what, where, when and witnesses of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived.

In an effort to resolve complaints at the lowest possible level the following chain of command should be used:

- meeting of student and staff member
- meeting of student, parent and staff member
- meeting of student, parent, staff member and administration
- meeting of student, parent, staff member, administration and board of education.

## **PARENT - STUDENT COMPLAINTS**

By Federal and Kansas State Law, certified employees of a school district may form together for collective bargaining. As a result of this action, a Negotiated Agreement is agreed to by both Board and Teachers. ARTICLE VIII - PARENT -STUDENT COMPLAINTS of the USD # 314 Negotiated Agreement will be strictly adhered as it relates to student complaints against teachers. **The entire process should be expedited as quickly as possible. Delays only complicate the problem.** The language of the agreement follows:

### **Section 1:**

Complaints concerning teachers should be directed to the appropriate building principal. A complaint that is anonymous shall not be considered by the administration or placed in the certified employee's file.

### **Section 2:**

The following steps shall be followed when a complaint is offered.

1. At the time an oral complaint is received by the building principal, he shall attempt to arrange a meeting between the parent or student and the teacher so that reconciliation can be attempted and the facts of the case established.

2. The building principal must receive the complaint in writing before further action will be taken. All complaints shall be maintained in the employee's personnel file located in the central office. The certified employee shall receive a copy of any complaint that could lead to disciplinary action.
3. The certified employee shall have an opportunity to answer the complaint and should respond within fourteen (14) days of receipt of notification of a complaint. The response shall be in writing, should set forth as many facts as possible about the situation, and should be filed as quickly as feasible.
4. The building principal shall render his/her decision in writing and include appropriate action to follow. The principal shall communicate the results of his/her finding to both the certified employee and the person registering the complaint.
5. Either party may protest the decision of the building principal by appealing the decision to the Superintendent of Schools. Similarly, the decision of the Superintendent can be appealed directly to the Board of Education. The basis for the appeal to both the Superintendent and the Board of Education shall be clearly detailed in writing. At a hearing resulting from an appeal, the Board may hear brief oral summary arguments from the parties involved.

## **OTHER INFORMATION**

### **SUGGESTIONS**

Students may make suggestions for school improvement or policy changes through their Student Council Representative (STUCO). The suggestion should be made in class meetings to determine merit and interest. The STUCO representative may then bring the suggestion before a meeting of the full council.

Teachers, Staff, Parents or members of the community may pick up a "School Policy Consideration Form" or a "Suggestion Form" from the Conference Room or the Office Secretary for ideas they may have. The form should be completed and placed in the superintendent's mailbox for action to be considered.

### **USE OF TELEPHONE**

Parents should not expect to have students called to the phone, except in cases of emergency. The school secretary will take phone messages for students.

### **VENDING MACHINES**

The sports drink and water machines will be available before school, after school and during the school hours of 8:00 to 4:00 only with special permission from the teacher & administration. Administrative permission will only be granted in situations where students are deserving of a reward. Drinks and food will not be allowed in lockers, library or computer rooms during the day. If you are found with any, it will be thrown away immediately. Repeated violations will result in detention. However, water shall be allowed in all classrooms except the computer lab.

### **PERSONAL ITEMS**

Students are encouraged not to bring valuables or money to school. If valuables or money are

brought to school, the school will not be responsible for their security. All personal clothing items, including athletic wear, should be marked by the students. The school will not assume responsibility for the loss of personal items; however, a lost and found location will be maintained in the custodial office.

## CELL PHONES

There is a telephone in every classroom in the building. Students are allowed to use any of these phones as well as the office phone, with permission from their classroom teacher and/or secretary.

Students in grades 7-12 may carry cell phones on their person on silent mode or on off during school hours. Digital etiquette requires cell phones be on silent mode or off during class and while passing in the hallways and while in the bathroom and in the cafeteria. The only exception will be if a teacher gives permission to students to use their cell phones in class under teacher supervision in their own classrooms. Students are required to give their cell phone to the teacher for safe keeping when they leave the classroom during class time for a restroom break. No one is to be exposed to the audio/sound or screen of another's phone or technology device during the hours of 8:00 a.m. to 4:00 p.m. In the event the cell phone becomes a distraction such as the student checking their phone during class, teachers have the right to confiscate a cell phone. If the teacher determines the cell phone is used in an inappropriate manner and/or without permission during the class period the teacher also has the right to confiscate a cell phone. Teachers may also require cell phones to be placed in a certain place or manner during their class period so as to avoid learning distractions caused by cell phones. Administration may also confiscate a cell phone. If a student's cell phone is confiscated, the phone will remain in the office until the end of the school day. If a 7-12 grade student's cell phone is confiscated a second time, the phone will remain in the office until the end of the day, the parent will be contacted/consulted and the student will lose their cell phone carry privileges for a minimum period of (8) eight weeks.

- Ear buds and/or headsets or the like are not allowed to be used during the school day between 8 a.m. and 4 p.m. Ear buds or headsets or the like are NOT to be used in the halls during passing times OR in the Cafeteria OR anywhere on campus between the hours of 8 a.m. and 4 p.m. The only exception may be if the classroom teacher gives permission during their class time only under supervision.

### Grades 6 and under

Elementary students in grades 6 and under may not have cell phones on their person or in class during school hours. The exception: 6<sup>th</sup> grade students may carry a cell phone for school activities, practices, games, and events under the direction of the coaches, teachers and sponsors.

## IMAGE-REPRODUCING EQUIPMENT



Image-reproducing equipment of any type is prohibited from any locker room. This includes cameras, iPads, cell phones, and any other type of video or still image capturing device.

## **LOCKERS**

Students will be assigned lockers at the Junior High School and High School level. They are to be used to store books, papers, and other personal items belonging to the student. In assigning a student to a locker, the student agrees that: (1) Student will not trade or share lockers with another student.

(2) Student will use it only for its prescribed purpose.

(3) Student does not own the locker - the locker remains the property of the school under joint control of the student and principal.

(4) The principal reserves the right to inspect lockers at any time.

(5) The exterior of the locker should not be adorned with offensive logos, notes, posters, and decorations, etc. al.

(6) At the elementary level, teachers reserve the right to inspect desks.

## **LOCKS**

Combination locks are available for students who wish to use them to secure their lockers. Students may be provided locks by the school. These locks will be checked out to students by office personnel, and will be turned back into the office at the end of the school term. Students will be charged for lost locks. Any lock from home must be first approved by administration.

## **BUS REGULATIONS**

STUDENT SAFETY is the responsibility of the school board, administration and staff. Every bus driver shall have the authority and responsibility for passengers riding in school buses. Students must observe rules and regulations adopted by the Board of Education governing student transportation. Students will also be subject to the school behavior code while riding school transportation. The Board may revoke or suspend the transportation privileges or entitlement of any student who violates any rule or regulation adopted by the board.

- The driver is in charge of the students while riding, loading or unloading the bus. Students will obey the driver promptly.
- The driver may assign seats to each student. Each student is expected to be seated while the bus is in motion. No one may exchange seats without permission of the driver.
- Windows may only be opened with the driver's permission. Hands are not to be put out the window nor are any items to be thrown out of the windows.
- The bus will leave promptly at 4:15 P.M. Students missing the bus must call home for transportation.

## **BUS REGULATIONS FOR ACTIVITY PARTICIPANTS**

Bus transportation is provided for students to and from activities.

- Coaches or sponsors that wish to have their team sit in one area will rotate positions on the next trip. Fraternalization will be allowed within accepted bounds at the discretion of the

bus driver, coach and/or sponsor. Discrimination in seating by class, Varsity/JV, activity/sport, etc. is unacceptable.

- Coaches or sponsors are to maintain discipline while the bus is in motion and the driver is unable to view all riders at all times. Should it be necessary for the driver to stop the bus in order to discipline riders, the driver will maintain control of the bus and report the incident to administration for further disciplinary action.
- Normal wear and tear and dirt/litter accumulation during an activity trip is to be expected. In cases where students bring meals, snacks, drinks in cans and paper containers; trash bags are readily available to keep the bus clean. This is a safety precaution. The coach or sponsor will pass the trash bag(s) around to police the area upon arrival at a location and just prior to arrival at home.

## **AUTOMOBILE USE**

Students who drive vehicles to school must park off school grounds. All local, state and federal laws will apply.

## **INOCULATIONS/IMMUNIZATIONS**

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella.

Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/ guardian's signature on a prescribed release form signifies knowledge of the outbreak and risks to the child.

## **ADMINISTERING MEDICATION**

It is the opinion of the State Board of Health and the Board of Education, that the public school should never provide students with aspirin or any other medication. In certain explained and parentally approved situations where the administration of medication becomes necessary for the student to stay in school, the school may assume the responsibility to administer medication to the student with written permission by parent & their physician. See policy JGFGBA.

### **Prescription Medication**

In the event that students require prescription medication at school, it is the responsibility of the parent to complete the "permission for medication form" and present the medication in the proper container with the medication and dosage identified, before the designated school official can disperse the medication.

### **Over-the-Counter Medication**

Self-administration of specific medication is allowed for students as only approved by the parent and registered with the school office. It is the responsibility of the parent to complete the

"permission for self-administration of medication" and provide the form to the office to be kept on file. Such medications that fit this criteria/stipulation would include cream for skin conditions, cough drops for coughs, Aspirin, Tylenol, Aleve, Advil for headaches or pain, or inhalers for asthmatic attacks, and epi-pens etc. Sharing or distributing such medications is absolutely prohibited. A student in violation is subject to suspension.

## **FIRST AID**

There is a first aid kit in the secretary's office available for the treatment of minor injuries.

## **CLOSING SCHOOL - INCLEMENT WEATHER**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety. Parents are urged not to send their children to school when storm conditions exist or road conditions are such as to create a definite hazard to the lives and welfare of the students. If adverse weather conditions exist before school begins and the Superintendent determines the weather to be such that the safety of the students is threatened, he/she will notify KQLS/KXXX, KLOE/KKCI/KWGB, KFNF, KSNK and KGCR radio/television stations to make a school closing announcement no later than 6:30 a.m., if possible. If adverse weather conditions warrant closing school while classes are in session, every attempt will be made to telephone each parent prior to sending the child home. Announcements will also be made on the above-mentioned stations.

## **EMERGENCY DRILLS**

### **TORNADO DRILLS**

Two tornado drills will be held during the year. The signal for a tornado drill is a fast intermittent bell. Teachers will give specific instructions concerning tornado drills at the beginning of the school year and also at the time of the drill. The district has designated the underground locker rooms as our primary location in the event of a tornado for all PK-12 students and staff.

### **FIRE DRILLS**

Four fire drills will be held during the year. A fire drill is signaled by an on/off horn. Everyone is expected to evacuate the building during a fire drill. Staff, students, and visitors will directly exit the building and proceed to the designated meeting location for an accounting of each person.

Students should follow the procedures directed by the supervising teacher. Students may not return to the building until the fire alarm is turned off and they are directed to do so.

### **EMERGENCY EVACUATION**

In certain cases of emergency, it may be necessary to evacuate the building for student and staff safety. A supervisor will attend to each group of students. Parents will be notified as soon as possible of plans in effect and when / where their child will either be delivered home by the school or if there is a need for the parent to pick up their child. Students may be safe-housed in a protected area (football field, church, Hunter Hall, Senior Center, private homes, community building, business, school vehicle or elsewhere).

## **CRISIS DRILLS**

Three crisis drills will be held during the school year including external threat lockdown drills and internal threat escape/lockdown drills during the school year. Staff and Students will be trained and drilled in proper safety procedures and responses in such emergency events requiring lockdowns. Staff will be trained to communicate electronically to coordinate with office.

## **ACTIVITIES ON WEDNESDAY NIGHT AND SUNDAY**

The school wishes to work cooperatively with the churches of the community. When possible, there will be no activities scheduled on Wednesday evenings, and all practices must be completed by 6:00. An exception to this will be if a team is required to play in league or post-season competition. There will be no activities or practices scheduled on Sunday unless approved by administration (such as the 8<sup>th</sup> grade dance following Prom).

## **ORGANIZATIONAL DUES**

Each organization (including classes 7-12) may set its dues under the guidance of the sponsor and the principal. The amount of the dues should not exceed \$10, which will meet the needs of the organization, be affordable to all members of the organization, and have the approval of the principal according to district policy.

## **LIBRARY-MEDIA**

Brewster School maintains a well-stocked library (combined elementary learning center and high school media center) for the student body to use in their education program.

1. Regular library books may be checked out for a period of ten (10) days, excluding weekends and holidays. A fine of five cents (\$.05) per day will be charged for overdue books.
2. Reference books include dictionaries, general and specific encyclopedias, almanacs, biographical sources, bound volumes of magazines and other miscellaneous materials. Students must use them in the library, then return them to their proper place before leaving the library. These books may also be checked out overnight, but must be returned before the first hour the following morning. A fine of ten cents (\$.10) per day will be charged for overdue reference books.
3. A nominal fee of \$15.00 will be charged for each book lost by a student.

## **YEAR END CHECK-OUT PROCEDURES**

At the end of the school year, Jr. High and High School students will be given a checkout sheet. At that time they will need to check out with each of their teachers, coaches, central office, and business office. Teachers and office personnel will list any outstanding bills, books, etc. that need to be turned in before school is out. Elementary students will check out with their classroom teachers. Failure to satisfy these delinquencies will result in a bill being sent home and may result in holding students' records until the situation is satisfactorily remedied.

## **VISITORS TO THE SCHOOL**

All visitors to the school building shall first make their presence known to the central office and the principal's office before proceeding to contact any other person in the building. Friends of

Brewster students may not attend school as a guest unless approved in advance by the administration.

## **SPECIAL EDUCATION**

Brewster USD 314 is committed to providing an education, which appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This means that Brewster will identify all exceptional children and then provide the needed special education for these students in the most normal educational setting possible. Exceptional children are defined as autistic, behavior disordered, deaf, blind, early childhood special education, gifted, hearing impaired, mentally retarded, other health impaired, physically impaired, severe multiply disabled, specific learning disabled, speech/language impaired, traumatic brain injured, and visually impaired. Brewster has a comprehensive special education program which adheres to the federal regulations within the Individuals with Disabilities Education Act (IDEA) and to the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents at each building site. Specific steps in identifying and providing special education services are followed with all parent and student due process rights and confidentiality provided.

If you believe your child may be in need of special education services, you may initiate a referral to the principal in writing. All parents will be informed as soon as their child is referred for one of the special programs. Parents and, in some cases, the child will be closely involved with the school's special service team decision. While parents may request a due process hearing, this is ordinarily not necessary if parents and school personnel work closely together for the child's benefit. The goals of an appropriate educational program for all exceptional students is a reflection of the philosophy of Brewster USD #314 to provide quality educational services for all children. For further information concerning the special education programs and referrals, contact your Superintendent of Schools at (785) 694-2236. You may also contact the Director of Special Education, NKESC, at (785) 672-3125. The Kansas State Department of Education also maintains a toll-free number (1-800-332-6262) which may be called for additional information or resource materials on special education services, rights, and procedures.

## **HUMAN SEXUALITY**

Human sexuality instruction is mandated by the Kansas State Board of Education. According to their regulations, each board of education shall provide a comprehensive education program in human sexuality, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS.) The program shall:

- Include instruction at the elementary and secondary levels;
- \* Require that teachers and building administrators have appropriate academic preparation in in-service training designed to develop a basic knowledge of and sensitivity to the area of human sexuality;
- \* Require that all teachers who teach courses in human sexuality hold appropriate certification to provide such instruction; &

- \* Include procedures whereby any pupil, whose parent or guardian so requests, shall be excused from any or all portions of the program without any penalty resulting from such action.

Each board of education shall determine the specific curriculum of the program and the grades in which the program is to be offered. The curriculum shall be specified in writing and shall be kept on file. The provisions of this subsection shall not be construed as requiring, endorsing or encouraging the establishment of school-based health clinics or the teaching of birth control methods.

A brief overview of the Human Sexuality Curriculum at Brewster USD 314 follows:

*Grades K-4:* Science - Human Body (no sexually specific curriculum taught)

*Grade 5:* Science - Human Body #8. The students will list parts of the human reproductive system and explain how it works.

*Grade 6:* Science - Human Body: #5. The students will review and define concepts of Human Sexuality Education.

*Grades 7 & 8:* Science - Human Body: There are no sexually specific science or health curriculum taught.

*High School:* Human Sexuality/Body:

- Health-A Human Sexuality Curriculum #8. The students will review the human reproductive system and the social awareness related to it.
- Biology-Human Biology # 1. The students will identify and describe the functions of major components of the following systems: integumentary, skeletal, muscular, nervous, cardiovascular, excretory, respiratory, endocrine and reproductive.
- Anatomy-General #4. The students will identify the nine body systems.
- Sociology-Cultural Awareness #8. The students will identify and explain traditional sex roles and their effect on American Society.

**As a reminder** - You, as a parent, always have the right to have your child excused from this instruction. You may complete the opt-out request by obtaining a copy of the district opt-out form from the Clerk of the Board, PO Box 220, Brewster, KS 67732, completing and signing the form, and returning the form to the superintendent. The signed form will be kept on file in the Clerk of the Board's office. For parents who would like to know more about the human sexuality curriculum, please feel free to contact your child's teacher or make an appointment with our principal. **Parents will be notified before human sexuality curriculum will be presented to students.**

## **CURRICULUM**

Each teacher shall provide an atmosphere within the classroom that encourages the students to think through and evaluate the concepts they have learned. The Board of Education shall adopt curriculum that meets the needs of the community. The teacher shall answer questions from students which arise from such curriculum. The teacher shall use his/her professional judgment to determine the depth of the answers provided to student questions.

## WORK-STUDY PROGRAM

Brewster High School provides opportunities for students to work while still maintaining an academic course schedule. Students may be released from school to pursue work on a non-credit basis (Work Release) or on a credit basis (Work Study). A limited amount of Student Office Aide/Teacher Aide assignments are available at the school. Students desiring credit in one of these courses must complete a Work Study Contract. The student must be academically able to satisfactorily balance the responsibilities of a job and also sustain satisfactory academic performance. Students will only be allowed a total of two hours of a combination of work release, work study or office/teacher aide.

Students must meet the following requirements to be eligible for placement:

- The student must be in good standing with the school.
- The student must be a junior or senior.
- Placement with the student's parents is prohibited.
- Work Study Program credit process:

$\frac{1}{2}$ Credits: 90 Hours	2 Credits: 360 Hours
1 Credit: 180 hours	3 Credits: 540 Hours
- Work Release students receive no school credit
- Office/Teacher Aides receive one credit per school hour
- At least a 3.0 cumulative GPA or in the previous semester.
- Enrolled in five or more unit credits in addition to Work Study/Office/Teacher Aide

The goal of our program is to simulate a real job experience as much as possible, although we realize that certain safety and ethical issues limit what students can do. These assignments are non-pay by the school district. It is the responsibility of the student to secure an out-of-school work opportunity on their own initiative. The following process applies to students wishing to participate:

- The student will contact a business of interest to inquire about availability of work-study type jobs
- The student will complete necessary application(s) as set forth by the business
- The student will submit a resume to the business and also the Work Study Coordinator
- The student will interview according to customary business practices
- The student will meet with administration to develop a workable class schedule
- Grades will be recorded on a P (pass) or F (fail) basis

Each Work Study location must provide a cooperating trainer for the student. Cooperating trainers will be asked to provide the school a job description with specific tasks to be performed, have applications filled out, and conduct interviews of applicants. This serves the dual roles of informing the student about what the employer has to offer, and lets the employer know more about the student. Once selections have been made, students sign training agreements so that expectations are made clear. During the training experience students will maintain a timesheet with activities, while trainers will be asked to fill out evaluations once every nine weeks. The Work Study Coordinator will use these devices to track their students, and will occasionally call student

trainers on the phone to visit and arrange job site visits as necessary. If problems arise, which has rarely happened, the tracking procedures will become more intense. Final determination for assignment must be approved by the Superintendent and/or the Principal.

## **ACTIVITIES PHILOSOPHY**

An activity is defined as anything that takes place outside the academic classroom. The activity programs are intended to be in conformity with the general objectives of the school. The programs function as a part of the whole curriculum and constantly strive for the development of a well-rounded individual, capable of taking his/her place in a modern society. A fine activity program is not built overnight. It takes hard work and the dedication of many individuals over many years. Our tradition at Brewster has been to participate so that honor comes to our community, our school, and our students. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaches/sponsors, the student participants, and the student body. We will always strive to "win" at every contest in which we are involved. In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves in striving to be a program with "Class".

## **CODE OF ETHICS FOR ACTIVITIES**

It is the duty of all concerned with school activity participants:

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials. Remember, they are our guests and deserve to be treated as such.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the contests we are involved in.
- To strive for victory through fair play according to the rules of the game.
- To encourage leadership, use of initiative, and good judgment by players of the team.
- To do everything within their power to make the entire activity programs something the community will always be proud of.

## **STUDENT ACCIDENT INSURANCE**

The student's family health insurance policy has primary accident coverage responsibility.

The Kansas State High School Activities Association, through Brewster Schools, provides insurance coverage for junior high and high school students who participate in extra-curricular activities at Brewster. As a member of the Kansas State High School Activities Association, group activities accident coverage is provided for high school (9-12) and junior high school (grades 7 & 8) students for claims over \$25,000 with a maximum benefit of \$5,000,000. The student's family health insurance policy has primary accident coverage responsibility.

All accidents must be reported to the coach, teacher or principal within 24 hours of the accident in order to file an accident report. The parent should notify the principal within 15 days of the



accident to acquire and file an insurance claim form. A copy of the all pupil and group activities coverage is available from the athletic director.

## **RESPONSIBILITIES OF ACTIVITY PARTICIPANTS**

Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities unique to the program. In order to contribute to the welfare of the group, the participant must be willing to assume these obligations as the role demands and must make sacrifices not required of others. You owe it to yourself as an activity participant to always do whatever you do in life to the best and fullest of your ability.

By being a student participant in an activity, you have the responsibility to your school to always do your best and always follow the guidelines set forth by the school and your coach/sponsor. By being a student participant, you are representing your school and your community.

You automatically assume a leadership role when you are on an activity squad or roster. The student body and citizens of the Brewster community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them down. Give them high ideals to copy.

## **TEAM MEMBERSHIP RULES**

- Do not do anything to embarrass yourself, your teammates, your school, or your community. If such incidents should happen, the coach will handle them on an individual basis.
- Brewster School has a NO-CUT POLICY for the regular season for anyone who lives up to the expectations and rules set by the school, coaches, teachers, and parents. *(The exception to this policy is for the High School Spirit Squad, Drill Team, and Academic Bowl Team. Tryouts may be required prior to admission to these groups).*
- Each coach and sponsor has his/her own written rules and requirements for lettering and participating. All head coaches will conduct a parents meeting prior to or during the first week of the start of each season. Things to be addressed during the meeting include, but are not limited to; a complete coaching philosophy, lettering requirements, team expectations, question and answer session, etc. Each coach's/sponsor's rules will include the following:
  - Unsportsmanlike penalties & technical fouls are strongly discouraged.
    - 1st Offense - extra conditioning
    - 2nd Offense - two-game suspension, extra conditioning
    - 3rd Offense - NO more team membership
  - If an individual is removed from a squad because of disciplinary reasons, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport from which he/she was removed is completed.

- Hazing is considered to be illegal in the State of Kansas, and is prohibited at Brewster School. As student-athletes, as well as citizens, each individual has the right to be treated as any other individual on the team regardless of stature, class ranking, or skill level. Each athlete has the same responsibilities to the team. Therefore, an athlete should not expect, nor use pressure to make another athlete perform "slave duties". It is also not acceptable for one athlete to pressure another athlete for use of his equipment, clothing, or other supplies.
- Borrowing, unauthorized use of, or theft of another student's belongings will be dealt with harshly. A student must file a written complaint with the principal.

### **VARSITY PARTICIPATION (A-Team)**

Varsity level is considered to be the highest level of competition and the athletes who can contribute more than others will most likely see the most playing time. Contribution involves evaluation of a player's practice habits, physical gifts, attitude, coach-ability, leadership skills, and ability to play within a team concept. When possible, in Varsity contests, complete participation is encouraged. However, when our opponent's level of skill and competition is well below ours, at the coach's discretion, the coach will play the bench to avoid early stoppage of a contest or questions concerning running up the score.

### **JUNIOR VARSITY PARTICIPATION (B & C Teams)**

The JV philosophy is one of participation of all athletes on the squad. We expect that all of our eligible athletes will receive a reasonable amount of playing time. Although it is understood that some athletes will receive slightly more playing time than others, each athlete will have the opportunity to test and improve his or her skills in a game situation. The activities director will make every attempt to schedule Junior Varsity games if the number of student athletes merits a game.

### **PARTICIPATION IN GAMES**

Holidays, weekends and times when school is not in session are not forbidden as game days by KSHSAA. (a) If a game is scheduled when school is not in regular session, a student is eligible to play abiding by the requirements of the coach (arrive on time, ride school provided transportation, etc.), (b) see absenteeism section (page 12) of handbook. If school is closed during the last half of the school day and a student was not present during the morning session, the student may not participate in the game on that day (exceptions include: if the student went to the doctor on that morning for treatment or for a determination of ability to play, a doctor's written release will determine eligibility to play that night or student attended a funeral). If a game is scheduled the next day and school is not in session, the student is eligible to participate. It is at the discretion of the superintendent, or his/her designee, whether to cancel or participate in a scheduled activity if school has been closed for poor weather conditions. If dangerous conditions are present during an activity, the superintendent or his/her designee may cancel the activity for the safety of our students.

## **ATHLETIC PHYSICAL EXAMINATION**

Each student must have a current physical examination form on file in the office before he/she may participate in sports or spirit squad. This form must be signed by a physician and a parent or guardian. The student may not participate in any practice or competition until this physical is turned into the office.

## **ATHLETIC EQUIPMENT & SUPPLIES**

The coach or sponsor will issue uniforms and equipment for each sport. The student-athlete is responsible for the care of these items. The student is then responsible for turning in the items at the end of the season. In the event that the student-athlete has lost or, through their actions caused unreasonable damage to the uniforms or equipment, the student-athlete is responsible for the replacement of the items. The athletic director will maintain a checkout sheet for all equipment/uniforms. Equipment/uniforms that are not accounted for will be paid for by the student.

## **KSHSAA ELIGIBILITY REQUIREMENTS**

- You are a bona fide student of Brewster School and are in good standing.
- You are not 19 years of age before September 1st of the school term.
- You shall not be eligible for more than 8 semesters of competition.
- You are enrolled in at least 5 courses of unit weight.
- You may not engage in outside competition while on the Brewster team.
- You may participate in a particular sport for only four seasons.
- You have not violated the transfer rule.
- You must have a physical form signed by a doctor and a parent and it must be on file in the school office before you may participate.
- You have not accepted money or merchandise for competition that would violate the amateur awards rule.
- You may not use alcohol, illegal drugs, or tobacco while on a Brewster team.
- You will abide by KSHSAA rules and regulations.

## **USD 314 ACTIVITY ELIGIBILITY RULES**

These rules will apply to all activity participation at Brewster Schools. All extra-curricular activities are affected by these rules, such as: class trips, cheerleading, drill team, flags, mascot, FFA activities, Academic Teams, Music Competitions (Instrumental & Vocal), and all Athletic teams.

- The grades 6-12 will be subject to these rules.
- Academic jeopardy constitutes: One F or two D's,
- If ineligible at the end of each nine week grading period, a student will automatically be out for one week because grades reset due to end of the nine weeks. Students can become eligible following school policy one week after the new quarter begins.
- Students ruled ineligible will remain unable to PARTICIPATE in extracurricular events until their grades reach the required criteria as it currently is: 2 "D's" or 1 "F" is deemed ineligible or until the new eligibility period begins.

- Once a student raises his or her grades to the “eligible” status they may, after one week of mandatory suspension, begin participation in their activity.
- It will be the ineligible student’s responsibility to track their progress and obtain a progress report showing that an ineligible grade has been raised to an acceptable level and present the report to the Superintendent or AD for confirmation. The superintendent or the AD will then notify the respective coach that the student is now currently eligible to participate.
- If student is ruled ineligible they may NOT participate in any extracurricular activities but they MAY with their coaches/sponsors permission attend games or functions with the team, excluding the individual activities of Golf and Track as well as Scholar’s Bowl Team. Coaches reserve the authority to deny ineligible students the ability to travel with the team. The ineligible student attending team events will be required to sit or stand with the team in activity dress and perform an assigned task by their coach to aid the team. (changes approved 1/18/16)

### **ELIGIBILITY**

- All students must meet certain academic standards to be eligible for athletic and/or extra curricular activities. Eligibility will be cumulative for the entire semester. Weekly eligibility requirements will commence at the beginning of the third week of each semester period. Eligibility will run every Monday after lunch. Any new student that enrolls will be given a 3 week grace period for eligibility from the date they start attending classes. A student is eligible when they maintain a minimum 2.0 GPA, have NO GRADES of F and/or 2 D’s. A student not meeting this criteria will be declared ineligible for a minimum of one week or until the minimum academic standard is met. The ineligible student will be required to notify parents, coaches, etc., regarding their ineligible status. Students will remain ineligible until the minimum academic standard is met and may be required to attend after school study. The ineligible period will commence and end at 12:00 p.m. on Monday. If an extracurricular activity begins prior to 12:00 p.m. Monday, the student will be allowed to participate until the activity is concluded. It is the responsibility of teachers, coaches and sponsors to regularly check eligibility, on each Monday afternoon and particularly before scheduled activities. The teacher will personally inform students who are ineligible in their classes. The principal or counselor will meet with students who are ineligible or on academic probation. Teachers will notify the parents informing them of their son/daughter’s academic probation or ineligible status. KSHSAA eligibility rules are still in force at all times. The Superintendent may grant an exemption for crisis situations.

### **KSHSAA RULES**

- Rule 13, Art. 3: A student in grades 6-12 shall meet the following requirements for eligibility in interschool activities:
  - a. Scholarship - The student shall have passed at least five (5) new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.

- b. Enrollment - The student shall be enrolled in and attending a minimum of five (5) new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.
- A student shall not be permitted to make-up work after the close of the semester for the purpose of becoming eligible.
- A "condition" or an "incomplete" shall count as a failure in determining KSHSAA eligibility.
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### **POSTING GRADES**

- It is expected that teachers will post a minimum of one grade per/class per/week ~ beginning the 2<sup>nd</sup> week (or by the 6<sup>th</sup> day) of the nine week term. Grades are to be posted before noon on Mondays for eligibility purposes.

### **PRACTICE SCHEDULES**

Coaches shall attempt to keep all athletic practices to no more than two hours duration. Afternoon athletic practices will end by 6:30 p.m. Students may stay longer for supervised, unofficial practice in the same sport, and parents will need to discuss with their children when to anticipate their arrival home. There will be no punishment for those students needing/choosing to leave. There shall be NO mandatory Sunday practices. An exception would be a morning practice during a weekend tournament/playoff game or meet. There will be NO mandatory practices conducted on a day when school is not in session due to poor weather conditions. There may be voluntary open gym for those students who wish to participate. There will be no punishment for those students choosing not to participate in the open gym. Early morning practices may be scheduled within reason and must have prior approval by administration. In cases where a conflict arises due to gymnasium availability, a fair rotation will be negotiated between boys' and girls' coaches. If agreement cannot be reached, administration/athletic director will set a fair rotation schedule. Two-a-day practices during the school year are discouraged.

### **BUFFER WEEK**

There shall be no athletic practices, off-season conditioning, informal basketball shooting, working out on wrestling mats, etc. in school-owned facilities during the Fall Athletic Buffer Week, commencing on Monday of Standardized Calendar Week (SCW) #19 through Sunday, SCW #20. Athletic activities of this nature may not be held under the supervision of a school staff member in non-school facilities. This means a moratorium on all school-sponsored athletic activities during this week. Gymnasiums shall not be open to the students during the Fall Athletic Buffer Week for the purpose of shooting baskets, working out on weights, etc. outside of school hours. Noon hour and physical education classes are considered part of the school day.

### **TEAM TRAVEL**

Brewster teams and staff sponsors will travel to and from activities by school bus or school vehicles. There may be exceptions made to this by administration for students who live en route, for example, in Colby or Goodland or for students who have doctor's appointments scheduled prior to game time. All members of a team will return from a contest by the same transportation provided for taking them to the contest. Any exception to this will be at the WRITTEN request of the parents/guardians made only DIRECTLY to the Head Coach, Athletic Director or

Administrator in charge before the team leaves for the event. Brewster's coach of the sport in season will have the required parent signature sign-out sheet for those parents needing to take their student with them following a school activity. For Friday or Saturday activities, the A.D. and coach will make a decision at the practice prior to the activity whether they will stop after the activity or not. Parents should plan to send food or money with their student in case they stop or they don't stop after the activity, as the case may be.

## **STUDENT ELIGIBILITY TO TRAVEL TO A STATE ACTIVITY CONTEST**

**TRACK & FIELD:** Any student who has qualified for the state meet by placing in the top four (4) regional places in an event is eligible to go to the state meet at USD 314 expense. In cases where only one girl or one boy from the team qualifies for the state meet...for safety purposes and when there is only a 1 coach or sponsor/ 1 student ratio, the boy/girl may choose another student of the same gender who is also a member of the track team to go as a buddy at USD 314 expense. A qualifier relay team alternate may serve as team manager if the relay team qualifies.

**VOLLEYBALL-BASKETBALL:** The coach will send a team list of twelve (12) players and two managers for state tournament competition. The 12 listed players will be eligible to travel to state at district expense. If the team manager(s) have performed satisfactorily during the season, they will have earned the right to travel to state at USD 314 expense and should not be replaced by players. Should there be no managers or only one manager, the coach will have the right to add the most deserving 13th or 14th player to the list to serve as team manager at state and travel at USD 314 expense.

**FOOTBALL:** The coach will send a team list of 35 players and two managers for state post-season competition that requires overnight accommodations. The 35 listed players will be eligible to travel at district expense. If the team manager(s) have performed satisfactorily during the season, they will have earned the right to travel to state at USD 314 expense. Should there be no managers or only one manager, the coach will have the right to add the most deserving 36th or 37th player to the list to serve as team manager at state and travel at USD 314 expense.

**OTHER ACTIVITIES:** In cases where a student must travel overnight to district, regional and/or state events (includes wrestling, band, vocal, instrumental, academic competitions or other KSHSAA sponsored events) and no USD 314 staff are available for supervision...the student may travel to the event with their parent at USD 314 expense (room, meals & mileage, or in a school vehicle if the parent is eligible to drive). In cases where only one boy or one girl qualifies for an overnight event and a sponsor travels with the student, for safety purposes, a student with high achievement in the activity and of the same gender may go as a buddy at USD 314 expense. The student may choose this buddy.

**CHEERLEADERS:** Cheerleaders who have been approved by the principal and have satisfactorily participated in interscholastic contests throughout the season will be eligible to travel to state (football, volleyball & basketball only) contests at USD 314 expense pending availability of a sponsor. Transportation will be requested based upon sponsor or school transportation that is available.

**ADDITIONAL RULES/REGULATIONS:** Student body personnel who attend state or long-distance competition on their own (not on the KSHSAA or competition team roster) are not to share the team's room(s) nor expect to eat with the team at USD 314 expense. Student qualifiers who do not choose to travel to the state meet with the team will not be entered as USD 314 participants. In an extreme emergency situation (death in the family, sickness, doctor appointment or a legitimate reason accepted by the coach AND administration), a student may join the team at a different departure or arrival time than set by the coach. State competition qualifiers/participants, managers and coaches have first priority over school provided transportation. The head coach will request the best form of transportation for the team and may determine the seating assignments. Student body personnel or the remaining team members who attend the post-season competition on their own, should not expect to be provided school transportation nor expect the school to provide supervision. Should the school decide to send an activity/pep/band bus, the remaining team players may sign up to ride the bus, pending adequate supervision.

## **ACADEMIC TEAMS**

### **Criteria for High School Team selection**

- Results of academic testing
- Grade Point Average
- Teacher recommendation

Initially 12 students will be selected. A notebook of prepared questions will be used during practices. Students will answer these questions during the practices and their scores will be tabulated together over a month of practices. Students who answer the most questions will compete in the upcoming academic contests. After a month of practices, students will be selected to compete.

### **Criteria for Junior High School Team selection**

Tryouts will be held early in the year. Five members will be chosen from 7<sup>th</sup> grade and five from the 8<sup>th</sup> grade. If necessary, sixth graders may be added to the team to satisfy numbers. Alternates may be chosen at the discretion of the sponsor.

Students will be given a written test and participate in several buzzer sessions. Scores will be tallied and the top five students in each group will be chosen, provided they meet the following criteria:

- Maintain a B average in their classes and complete all homework on time.
- Attend all practices unless absent from school on the day of practice.
- Attend all Academic Bowls, unless prior arrangements are made with the sponsor.
- Be eligible every week.
- Behave in a way that is appropriate and representative of Brewster School during practice and at Academic Bowls.
- Dress appropriately for competition, according to the school dress code.

## LETTERS & AWARDS

First-year lettermen will receive a letter, an emblem, a bar, and a certificate. Second, third and fourth-year lettermen will receive a bar and a certificate. Letters and certificates will be awarded at the Awards Banquet at the end of the year.

### Provisional Lettering:

The coach may award a provisional letter to a student if they meet 90% of the requirements and have a positive team and school attitude. This means that if the student completes the requirements for lettering in the following year, (same sport) he/she will also letter in the current year.

Criteria for lettering will be determined by the coach.

- If a player gets injured, they must still come to practice if their injury permits them to in order to letter.
- *If a player quits or is dismissed from the team, they do not letter!*

## SPONSOR

The sponsor for a student organization will serve as the counselor and facilitator of the student organization. This means that the sponsor will serve as an advisor, mediator, and supervisor for the organization. Since students make up the organization, the students are expected to conduct the work or action, which the organization plans to accomplish. Students, upon mutual consent with the sponsor member, may select him/her to be their sponsor.

## CLASS TRIPS

Understanding that trips outside the classroom provide excellent supplemental instruction for our students, we encourage our classroom teachers to expand our student's experiences by scheduling one or two outings per year. Class trips will be approved by administration. Financial arrangements must receive prior approval and must follow USD # 314 guidelines.

## FUND-RAISERS

The fund-raiser is an activity conducted by the student organization solely for the purpose of raising money to support an organizational project or activity. Fund raisers are mandatory by all students in the class. Organizations, Freshman class, Sophomore class and Senior class are granted the opportunity to conduct one (1) service-based fund-raiser per semester. All fund-raisers must be approved by the principal at least one week before the fundraising activity begins.

Standing Fund-raisers: Concession Stand - Juniors (Should a junior choose not to participate in the concession stand fund raiser throughout the year is not contingent for attendance at prom.)  
Class dues of no more than \$10 per year for grades 7-12

PLEASE NOTE: No fund-raiser will be approved if it is in direct competition with any of the community's merchants. Public service activities that generate minimal/nominal funds will not be considered as "fundraisers", but must receive the prior approval of the Activities Director and/or the principal.



## SENIOR CLASS TRIP

The senior class, upon successful completion of their graduation requirements, may go on a class trip. Although the trip is outside the school building, the same rules for conduct and behavior will apply during the class trip, as each individual will be representing the Brewster School and community. Violators of these rules will be unable to continue the trip with the rest of the class.

Compensation:

- Opting out of the Senior Class Trip will require written notice signed by the student and parents/guardians. This must be received by the office and class sponsor by the end of the 1<sup>st</sup> nine weeks of the student's senior year, or the student will reimburse the class for the cost of items (such as trip tickets) already purchased for the trip.
  - Seniors who choose not to attend the senior trip will be reimbursed for their dues only.
  - Any student who transfers into Brewster High School as a regular member of the class will be accepted as a member of the class for all appropriate purposes, including participation in the senior class trip. The student shall be required to pay a prorated amount (based on when the student transferred) into the class fund as a condition of his/her participation in the senior class trip.
  - See "part-time students" on pg. 8.
1. The trip must take place during calendar week 48 of the KSHSAA calendar (unless BOE approves otherwise).
  2. There must be a minimum of one (1) adult for every four (4) students of the same gender.
  3. The sponsors and spouses are entitled to travel, lodging, and meal expenses. One sponsor is entitled to spending money. Spending money for other sponsors to be distributed at class discretion.
  4. The senior class must present its trip itinerary, after approval by the Senior class sponsor and high school principal, to the Board of Education by placing this on the agenda on or before the regular January Board meeting.
  5. The parents of all Seniors going on the trip must provide proof of health insurance and a medical release waiver, and provide back-up sponsors in the event of an emergency at the trip location.
  6. The Seniors, parents, and sponsors must meet at least once formally to develop plans and outline responsibilities of the trip itinerary.
  7. Soliciting of additional funds above those formally collected by the class from parents/students is forbidden. In such a case, the trip itinerary must be scaled back to conform to funds available.
  8. State and local laws, as well as school rules will be obeyed while on the trip. Parents of a student with an infraction will be notified and will be responsible for making arrangements for the student to return home immediately.
  9. If faculty sponsor is unavailable, the Board will appoint additional sponsors.
  10. All meetings held by the Senior class for purpose of planning the trip will be with sponsors present.
  11. Each sponsor and student will sign a statement acknowledging that the use of drugs and/or alcohol is strictly prohibited on the trip.

12. The Board can turn down any plans at any time.

### **OPEN GYM/WEIGHTROOM**

The Board recognizes its responsibility for safe and effective usage of district premises. The Board also recognizes that certain school facilities should be made available to the public for use and enjoyment within the confines of legal obligations. Included in this is the usage of gymnasium/weight room facilities for recreational purposes when school is not in session. This is commonly referred to as "Open Gym".

The superintendent will be responsible for development and administration of policy to make the gym(s) available on a limited basis when school is not in session. An approved list of individuals will be maintained in the office and gym area.

No student will use the gym or weight room without adult (over age of 21) supervision. Disciplinary action plus loss of privileges may occur.

Included, but not limited to, in this policy is the following:

1. Warning and Release forms
2. Open gym eligibility list for non-adults (must have a signed warning & release form)
3. Responsibilities and Rules Form to be signed by the adult open gym supervisor (must be a district resident over 21 years of age).
4. Key check-out/in procedures
5. Follow KSHSAA rules for open gym:
  - The time and day(s) of the open gym shall be made known to the entire student body by the administration through announcements, bulletin board postings, school paper articles, etc.
  - The gym must be open to anyone enrolled in the school and must be on a voluntary basis. This does not exclude non-Brewster student participation.
  - The open gym cannot precede, follow, or be in conjunction with an off-season conditioning program.
  - No coach can be present in any open gym if there is participation in his/her out-of-season sport.
  - The person in charge of supervising the open gym may not coach, organize, or instruct students in any sport not in season.
  - Participants will furnish their own clothing (sweat shirts, shorts, shoes, etc.).
  - Schools may furnish basketballs, volleyballs, basketball standards and floor mats and wrestling mats.
  - Ensure that during Fall and Christmas Moratoriums there shall be no:
    - interschool activities
    - staff members present for any interscholastic activities
    - staff members present for any interscholastic activity practice under the jurisdiction of the KSHSAA

- There shall be no group interscholastic activity practice either on or outside school premises under supervision of school employees. (This does not exclude open gym but does exclude any school employee from the gym at these times.)
6. The superintendent or his/her designee may choose to allow open gym on days when school is not in session and/or if school is closed for inclement weather.

### **DANCE RULES (Homecoming, Snowball, Slab Dance, Prom, etc.)**

- A student must report to the dance within the first thirty minutes, or have made arrangements with a head sponsor or principal ahead of time.
- A sign-in sheet will be at the entrance for students and their dates requesting identification of a phone number(s) where their parent or guardian can be contacted throughout the evening.
- Once a student leaves the dance area/building, they are not entitled to return to the building or party unless by special permission of the head sponsor or principal (Parents will be called and notified of your early departure).
- When outside dates are permitted at dances, they must be signed up and approved by the office one week prior to the dance. Sign-up information will include Brewster student's name, date's name, date's phone number, date's year of graduation, and date's address. Anyone submitting false information on the sign-up sheet will be excluded from the dance and may be eligible for suspension from school.
- Guidelines: Junior High students may only attend junior high dances. High school student's dates are not to exceed 20 years old or 2 years out of high school with a law enforcement officer present. If a law enforcement officer is not present, student's dates are not to exceed one year out of high school.
- Brewster students will be held accountable for their behavior and that of their dates. If you or your date violate school behavior or dress code policies, both parents will be notified and then you and your date will be required to leave. Remember: Dresses must be at fingertip length or longer, abdomen area must be concealed, and discretion should be used to limit any exposure that might be assessed as revealing.
- Public Display of Affection will be monitored by sponsors.
- No mashing (chest banging) or grinding (hip area body contact) style of dancing permitted.
- Brewster's eligibility policy does not apply to attendance at school sponsored dances.

### **MEAL/TRAVEL EXPENSE GUIDE (Student Field Trip/Activity Team Travel)**

Overnight travel at the expense of the school will be allowed only for state qualifying events. Overnight travel should be planned with four students per room. A receipt will be required for motel and gasoline expenses.

The school will furnish meals for students only when a team has qualified for state. A breakfast meal expense limit of \$6.00 will be allowed only if the motel the group stays in does not furnish a continental breakfast. A lunch expense limit of \$10.00 and dinner expense limit of \$12.00 will be allowed with prior administrative approval. This applies to both students and sponsors. It is recommended that if at all possible, the sponsor will make plans for the group/team meal at the same place. For sit-down meals, a tip allowance would be in addition to the cost of the meal.

Receipts are to be turned in.

Motel plans should include reasonable/customary rates. No movies, games, local, or long distance telephone charges are allowed.

Superintendent may approve exceptions such as FFA or Music competitions.

## **HEAD LICE INFESTATION**

Parent shall be notified if student is infested with lice. Parent is responsible to treat their child with an anti-parasitic drug and clean the hair until nits/lice have been removed." Lice are not a moral or cleanliness issue and anyone is susceptible to an infestation, so parents should counsel children about sharing clothing and implements such as combs, brushes and other personal items.

## **REQUIRED NOTIFICATION**

### **STATEMENT OF NON-DISCRIMINATION**

Individuals will not be discriminated against on the basis of race, sex, national origin, handicap, or other non-merit reasons, in admissions, educational programs, activities, or employment. The regulations and laws include Title IX of the Educational Amendments of 1972 and the Vocational Guidelines of the Federal Register dated March 21, 1979. Inquiries may be addressed to Shelly Angelos, Superintendent, Brewster Schools, P.O. Box 220, Brewster, Kansas 67732, or the H.E.W. Office, Washington, D.C. 20206.

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### **ADDRESS/PHONE NUMBER CHANGE**

Please notify the school secretary within seven days if any of the following change:

- Numbers for home or parents' work
- Mailing or street address
- Emergency contacts

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### **ASBESTOS**

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We have recently had our facilities inspected by a certified asbestos inspector from Thompson

Asbestos Consultants, Liberal, Kansas. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos.

Using the certified inspection report, which included laboratory analysis records, Thompson Asbestos Consultants have developed a certified Asbestos Management Plan. The Plan includes: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the Asbestos Management Plan is available for your inspection in our administrative offices during regular office hours. Thompson Asbestos Consultants and the superintendent are your Asbestos Program Manager and all inquiries regarding the plan should be directed to me.

We have implemented an asbestos management plan. We are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

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## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 314. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - a. We have your prior written consent for disclosure;
  - b. The information is considered "directory information" and you have not objected to the release of such information; or
  - c. Disclosure without your prior consent is permitted by law.
    - The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.

- The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
  4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Unified School District No. 314 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
  5. The right to obtain a copy of Unified School District No. 314 policies for complying with FERPA. A copy may be obtained from: Superintendent of Schools/USD 314/Brewster, Ks. 67732-0220/785-694-2236.

**Directory Information:** For purposes of FERPA, Unified School District No. 314 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs. The school may disclose directory information about a former student without meeting any of these conditions.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 314, Superintendent's Office, P.O. Box 220, Brewster, KS 67732 on or before September 1 of each school year. If a refusal is not filed, Unified School District No. 314 assumes you have no objection to the release of the directory information designated.

**Recruiting information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address and telephone number released without your written consent, we will honor that request.

## PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), but only if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of -
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use -
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old and an emancipated minor under State law.

In consultation with parents, Unified School District No. 314 has developed and adopted policies regarding these rights, as well as procedures to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. U.S.D. No. 314 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. U.S.D. No. 314 will also directly notify parents of students who are scheduled to participate in the

specific activities or surveys covered by PPRA, through the U.S. mail or e-mail. The school will also provide an opportunity for parents to opt their children out of participation of the specific activity or survey.

If the school has identified the specific or approximate dates of the activities or surveys at the beginning of the school year, U.S.D. No. 314 will provide notice to parents at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this notification requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-59041.